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| 1. Record Nr.           | UNICAMPANIAVAN0247227   |
| Titolo                  | Developments in International Bridge Engineering : Selected Papers from Istanbul Bridge Conference 2018 / Polat Gülkan, Alp Caner, Nurdan Memisoglu Apaydin editors |
| Pubbl/distr/stampa      | Cham, : Springer, 2021  |
| Descrizione fisica      | IX, 261 p. : ill. ; 24 cm   |
| Lingua di pubblicazione | Inglese   |
| Formato                 | Materiale a stampa  |
| Livello bibliografico   | Monografia  |
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| 2. Record Nr.           | UNINA9910966016803321  |
| Autore                  | McArdle Geri E. H  |
| Titolo                  | Delivering effective training sessions / / Geri E. H. McArdle  |
| Pubbl/distr/stampa      | Menlo Park, CA, : Crisp, c1993   |
| ISBN                    | 1-4175-2182-1  |
| Descrizione fisica      | 1 online resource (134 p.)   |
| Collana                 | Fifty-minute series book   |
| Disciplina              | 658.3/12404  |
| Soggetti                | Employees - Training of<br>Occupational training   |
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| Formato                 | Materiale a stampa   |
| Livello bibliografico   | Monografia   |
| Note generali           | Description based upon print version of record.  |
| Nota di contenuto       | ""TITLE""; ""COPYRIGHT""; ""PREFACE""; ""CONTENTS""; ""ABOUT THE AUTHOR""; ""Dedication""; ""INTRODUCTION""; ""What Is a Training Presentation?""; ""How Should You Use This Book?""; ""PART I About the Presentation""; ""CONSCIOUS CONFIDENCE""; ""PERSONAL STYLE CHECKLIST""; ""EXPECTATIONS""; ""FEARS AND FANTASIES""; ""MANAGING FEAR CHECKLIST""; ""NEGATIVE FANTASIES""; ""CREATING THE EVENT: GATHERING THE FACTS""; ""ABOUT THE PRESENTATION""; ""PROGRAM SEQUENCE""; ""ABOUT THE AUDIENCE""; ""ABOUT THE SPONSOR""; ""DEVELOPING THE PRESENTATION: ORGANIZING THE |

## MATERIAL""; ""SETTING AN OBJECTIVE""

""Examples of Objectives""""CHOOSE A TITLE""; ""OUTLINE THE BODY"";  
""1. Limit the Topic""; ""2. Select an Approach""; ""3. Select a Pattern"";  
""4. Select a Presentation Method""; ""SUPPORT THE MAIN POINTS"";  
""RULES TO REMEMBER""; ""SUMMARY""; ""PART II Rehearsing Your  
Presentation""; ""WRITING THE SCRIPT""; ""Prepare the Introduction"";  
""PREPARE THE CONCLUSION""; ""REHEARSING THE PRESENTATION"";  
""Revise Your Outline""; ""PLAN FOR EMERGENCIES""; ""PREPARE FOR  
QUESTIONS""; ""WRITE A SUMMARY""; ""Survival Tip #1a€?Coordinating  
the Program""; ""First Hour""; ""Presenting the Material""  
""Closing the Program""""After the Training""; ""PART III Ita€?s Your  
Show""; ""SETTING UP THE ROOM""; ""YOUR WORKSPACE""; ""MATERIALS  
CHECKLIST""; ""ROOM LAYOUTS""; ""Theater/Classroom:""; ""Conference  
Table and U-Shape:""; ""Rounds:""; ""ROOM SETUPSa€?PROS AND  
CONS""; ""MECHANICAL DETAILS""; ""Limiting Distractions""; ""Using the  
Flip Chart""; ""Let Color Do the Walking""; ""Using Written Materials"";  
""Handing Out Materiala€?Timing""; ""USING VIDEOTAPE: CUEING YOUR  
POINTS""; ""Framing the a€œVideo Bitea€? Segments""; ""DEBRIEFING  
AFTER A VIDEOTAPE""  
""MEETING AND GREETING: HOW TO GET A LEG UP""""Establish Your  
Personality: Everyone Is a Star!""; ""FIRST FIFTEEN MINUTES: SUCCESS OR  
FAILURE""; ""Fifteen Things to Avoid in the First Fifteen Minutes"";  
""BREAKING THE ICE""; ""ESTABLISH THE FOCUSa€?BE ORGANIZED AND a  
€œCHUNKa€? YOUR TOPIC""; ""Survival Tip #2a€?Getting Ready: Instant  
Replay""; ""PERSONAL INTRODUCTIONS AND NEEDS ASSESSMENT"";  
""Survival Tip #3a€?Learning Contract for the Adult Learner"";  
""CREATING A POSITIVE LEARNING ENVIRONMENT""; ""Using Humor"";  
""ADMINISTRATIVE ISSUES""; ""Timing: Beginning, Ending and Breaks""  
""Telephone Calls""""PART IV The Use of Visual Aids""; ""DELIVERING THE  
CONTENT""; ""Scanning the Audience""; ""SELECTING PRESENTATION  
AIDS""; ""What Points Need Aids""; ""Using Media Effectively"";  
""CREATING OVERHEADS""; ""Interpreting Versus a€œReadinga€? Your  
Overhead""; ""Adding Value to Visuals""; ""Capturing Attention"";  
""PRESENTATION AIDS""; ""Examples""; ""Review""; ""PREPARE  
EMERGENCY AIDS""; ""PART V Managing the Show""; ""YOU ARE IN  
CHARGE! ENCOURAGING INTERACTION""; ""Cross-Discussion""; ""OPEN-  
ENDED VERSUS CLOSED-ENDED QUESTIONS""; ""RECALL VERSUS  
THINKING QUESTIONS""  
""Survival Tip #4a€?Session Planning Format""

### Sommario/riassunto

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