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Titolo	Developments in International Bridge Engineering : Selected Papers from Istanbul Bridge Conference 2018 / Polat GÜLKEN, Alp CANER, Nurdan MEMİŞOĞLU APAYDİN editors
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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
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Collana	Fifty-minute series book
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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 SETUPs€?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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