

1. Record Nr.	UNINA9910450026903321
Autore	Van Daele Carrie A
Titolo	50 one-minute tips for trainers [[electronic resource]] : a quick and easy guide // Carrie A. Van Daele
Pubbl/distr/stampa	Menlo Park, Calif., : Crisp Publications, c1995
ISBN	1-4175-2484-7
Descrizione fisica	1 online resource (109 p.)
Collana	Fifty-Minute series
Soggetti	Employees - Training of Employee orientation Training Electronic books.
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di contenuto	<p>""TITLE""; ""COPYRIGHT""; ""ABOUT THIS BOOK""; ""ABOUT THE AUTHOR""; ""TO THE READER""; ""CONTENTS""; ""SECTION 1 Determine the Needs""; ""ESTABLISH THE TIME NEEDED FOR TRAINING""; ""DEFINE LEARNER OUTCOMES""; ""KEEP YOUR OBJECTIVES FRIENDLY""; ""IDENTIFY THE PARTS OF YOUR OBJECTIVE""; ""PUT THE OBJECTIVES IN SEQUENCE""; ""Factual Learning Objectives""; ""Conceptual Learning Objectives""; ""Principle Learning Objectives""; ""IDENTIFY TRAINING NEEDS""; ""Identify Your Primary Purpose""; ""Determine the Organization's Needs""; ""Determine the Existing Performance Level""; ""SECTION 1: REVIEW""""SECTION 2 Prepare the Training Manual""; ""WRITE AN EASY-TO-READ TRAINING MANUAL""; ""KEEP IT SIMPLE""; ""SECTION 2: CHECKLIST""; ""SECTION 3 Understand How Adults Learn""; ""CONSIDER THE BASICS""; ""UNDERSTAND ADULT LEARNERS DIFFERENCES""; ""REVIEW YOUR TEACHING METHODS""; ""Learning Progresses Best Step-By-Step""; ""Learning Is Stimulated By Response Or Participation""; ""Learning Is Speeded By Visualization""; ""Learning Is Maintained By Recency and Use""; ""Learning Is Stimulated By Results and Rewards""; ""DEAL WITH FRUSTRATED LEARNERS""; ""EXERCISE: Working Through Negative Behavior""""LEARN COPING TECHNIQUES""; ""HANDLE PROBLEM PARTICIPANTS""; ""The Disinterested Type""; ""The Argumentative Type""; ""The Overly</p>

Talkative Type"; ""The Rambling Type"; ""The Controversial Type";
""SECTION 3: SELF-TEST"; ""SECTION 4 Prepare Yourself for Training";
""EXAMINE YOUR ATTITUDES"; ""USE A LESSON PLAN"; ""PRACTICE
MAKES PROFESSIONAL"; ""IMPROVE YOUR VOICE"; ""Pitch"; ""Volume";
""Speech Rate"; ""Vocal Inflection"; ""Articulation"; ""Projection"; ""USE
EYE CONTACT"; ""BECOME BODY AWARE"; ""Mannerisms to Avoid"
""PROJECT CREDIBILITY""(Developing Rapport)"; ""THINK BEFORE YOU
SPEAK VOCABULARY"; ""ASK QUESTIONS"; ""RESPOND TO QUESTIONS";
""Listen"; ""Repeat"; ""Respond"; ""What to Do When You Can't
Answer"; ""PREPARE THIS TEN-STEP CHECKLIST"; ""STEP 1: Know Your
Audience"; ""STEP 2: Know the Reason for Training"; ""STEP 3: Know
the Occasion"; ""STEP 4: Know Your Speaking Environment"; ""STEP 5:
Customize Your Topic to Fit the Audience"; ""STEP 6: Begin Developing
Your Presentation"; ""STEP 7: Prepare Your Introduction to the
Presentation"; ""STEP 8: Critique Your Discussion"
""STEP 9: In Conclusion""STEP 10: Follow Up"; ""PRESENT FROM YOUR
NOTES"; ""PRACTICE, PRACTICE, PRACTICE"; ""CONTROL YOUR
NERVOUSNESS"; ""CONSIDER YOUR PERSONAL CHARACTERISTICS";
""APPLY CHARACTERISTICS OF EFFECTIVE TRAINERS"; ""Consideration"";
""Cooperation"; ""Interest"; ""Friendliness"; ""Involvement";
""Professionalism"; ""Respect"; ""SECTION 4: WORD SEARCH"";
""SECTION 5 Organize Your Presentation"; ""PLAN YOUR
INTRODUCTION"; ""PLAN THE BODY OF YOUR PRESENTATION"";
""CHOOSE AN ORDERING SYSTEM"; ""Chronological""; ""Categorical"";
""Order of Importance"; ""Topical""
""Spatial""

2. Record Nr.	UNINA9910711790403321
Titolo	Defining and mapping broadband coverage in America : hearing before the Subcommittee on Communications and Technology of the Committee on Energy and Commerce, House of Representatives, One Hundred Fifteenth Congress, first session, June 21, 2017
Pubbl/distr/stampa	Washington : , : U.S. Government Publishing Office, , 2018
Descrizione fisica	1 online resource (iii, 131 pages) : maps, photographs
Soggetti	Rural telecommunication - Technological innovations - United States Broadband communication systems - United States Wireless Internet - United States Internet - United States Digital divide - United States Broadband communication systems Digital divide Internet Rural telecommunication - Technological innovations Wireless Internet Legislative hearings. United States
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	"Serial No. 115-40."
Nota di bibliografia	Includes bibliographical references.