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| 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<br>Employee orientation<br>Training<br>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""</p> <p>""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""</p> <p>""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"

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