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Descrizione fisica	1 online resource (134 p.)
Collana	Fifty-minute series book
Soggetti	Employees - Training of Occupational training Electronic books.
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Note generali	Description based upon print version of record.
Nota di contenuto	<p>""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</p>

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'"
