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Descrizione fisica	1 online resource (134 p.)
Collana	Fifty-minute series book
Soggetti	Employees - Training of Occupational training Electronic books.
Lingua di pubblicazione	Inglese
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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""</p> <p>""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""</p> <p>""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 Materials""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""
