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Autore	McArdle Geri E. H
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Descrizione fisica	1 online resource (134 p.)
Collana	Fifty-minute series book
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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 Table and U-Shape:""; ""Rounds:""; ""ROOM SETUPSa€?PROS AND</p>

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 Video Bite"; 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 FOCUS"; BE ORGANIZED AND a CHUNK; YOUR TOPIC"; "Survival Tip #2"; Getting Ready: Instant Replay"; "PERSONAL INTRODUCTIONS AND NEEDS ASSESSMENT"; "Survival Tip #3"; 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 Reading; 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 #4"; Session Planning Format"

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