

1. Record Nr.	UNINA9910482416703321
Autore	Usselincx Willem <1567-approximately 1647.>
Titolo	Tot de staten, steden ende inghesetene der Vereenichde Nederlanden: Teghens de ongheregeltheden van het meestendeel der hopluyden ende bevel-hebberen: Mitsgaders eenen goeden raedt 'tghemeyne beste seer dienstelick ... Door een liefhebber van 't vaderlandt [[electronic resource]]
Pubbl/distr/stampa	Leeuwarden, : [s.n.], 1607
Descrizione fisica	Online resource ([16] p, 4°)
Lingua di pubblicazione	Olandese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Reproduction of original in Koninklijke Bibliotheek, Nationale bibliotheek van Nederland.
2. Record Nr.	UNINA9910961160403321
Autore	Van Daele Carrie A
Titolo	50 one-minute tips for trainers : 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
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di contenuto	""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 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""

Sommario/riassunto

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