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| 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. |
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| 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

The Crisp Training Essentials Learning Track includes the best self-directed study books at a significant cost savings. To help you learn the essentials of training, this bundle combines the best Fifty-Minute Series books and additional Crisp publications to provide in-depth knowledge of the subject matter. Relevant case studies, self-evaluations, and practical examples help to reinforce key concepts. Instead of ordering one book at a time, simply order the bundle and start your library today.