

1. Record Nr.	UNINA9910966016803321
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Titolo	Delivering effective training sessions / / Geri E. H. McArdle
Pubbl/distr/stampa	Menlo Park, CA, : Crisp, c1993
ISBN	1-4175-2182-1
Descrizione fisica	1 online resource (134 p.)
Collana	Fifty-minute series book
Disciplina	658.3/12404
Soggetti	Employees - Training of Occupational training
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
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 Table and U-Shape:""; ""Rounds:""; ""ROOM SETUPSa€?PROS AND CONS""; ""MECHANICAL DETAILS""; ""Limiting Distractions""; ""Using the</p>

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 a 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""

Sommario/riassunto

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