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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 SETUPs€?PROS AND CONS""; ""MECHANICAL DETAILS""; ""Limiting Distractions""; ""Using the</p>

Flip Chart"; ""Let Color Do the Walking"; ""Using Written Materials"";
""Handing Out Materiala€?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""

Sommario/riassunto

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