

Training Activities and Ideas for Employees



Staff Training Activities

Elizabeth Sansom, Christine Newton



Staff Training Activities:

Essential Staff Training Activities James Hallie Cain, Clare Marie Hannon, Dave Knobbe, 2009
Essential Staff Training Activities 50 Activities: 50 Training Activities for Administrative, Secretarial, and Support Staff Elizabeth Sansom, Christine Newton, 2007-07-01 This manual of activities is written for support staff the unsung heroes and heroines of organizations who often are the ones for whom there is no training budget Or who can not be spared from their work to spend time in training The book presents a wide range of activities and handouts to help teach and apply the most critical competences for administrative secretarial and support professionals Titles include Delivering Bad News Getting My Point Across Proud to Be Part of the Team and Getting Organized Its all here the activity description target group objectives number of participants time materials important notes for the trainer method and optional elements Included is an activity time checklist so you can choose from exercises that can be completed in 60 minutes 60 90 minutes and two hours The 50 activities are conveniently organized into 10 areas Orientation Motivation and Empowerment Caring for Our Customers Face to Face Communication Telephone Skills Written Communication Time Management Managing Small Projects Meetings Presentation Skills This training can be carried out in short sessions and in house by supervisors or managers who are not officially trainers The exercises all actively involve the participants and because they are fun have much more impact With 50 Training Activities for Administrative Secretarial and Support Staff you can motivate your staff encourage them to achieve the best possible standards and enable them to grow in their constantly evolving jobs *Fifty Training Activities for Administrative, Secretarial, and Support Staff* Elizabeth Sansom, Christine Newton, 1999-01-01 An organization is only as good as its support staff the unsung heroes and heroines who keep the system going It is their competence and commitment that spell the difference between disaster and triumph Yet very little material has been available to meet their particular training needs 50 Training Activities fills that gap It is a comprehensive and carefully structured collection of training sessions intended to improve performance and motivation across a wide range of topics Each activity is fully participative and designed to stimulate creativity encourage empowerment and make learning enjoyable Topics covered range from induction for the new recruit through core concerns like customer care telephone skills and written communication to tasks for the more experienced such as project management and presentation There are projects roleplays games case studies pencil and paper exercises discussions the whole gamut of learning processes As with all Gower training manuals every activity includes detailed guidance for the trainer and ready to copy masters for OHPs and participants material This is a manual that can be recommended with confidence to any trainer supervisor or team leader keen to strengthen support staff skills

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