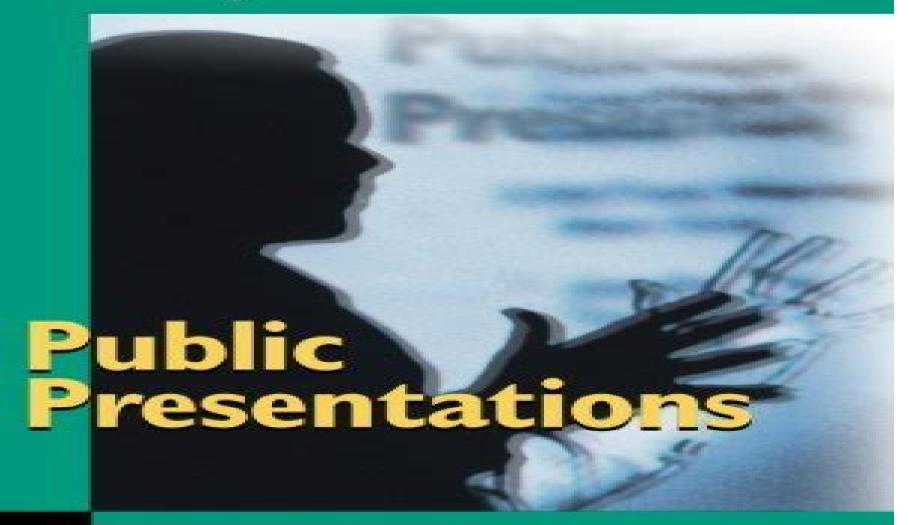
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Steve Gladis, Ph.D.

The Managers Pocket Guide To Public Presentations

Steve Gladis, Stephen D. Gladis

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take charge and it backfires Confused Carlos seeks out the best leader he s ever known Coach Jack Dempsey The two agree to meet regularly talk about leadership at a local restaurant The Coach teaches Carlos about how to lead while Carlos and the Coach learn about each other's secret sad but ultimately formative pasts Finally the Coach teaches Carlos about the Trust Triangle the critical key to leadership The Winning Trainer Julius E. Eitington, 2007-09-20 This book has more ideas on how to add involvement in learning than any one trainer could ever use Your students and workshop participants will increase their understanding and retention when you design training activities using The Winning Trainer This updated and expanded edition is richer than ever before It provides more than 100 ready made handouts learning instruments and worksheets all you do is photocopy numerous examples model dialogues and sample answers hundreds of exercises games puzzles role plays icebreakers and other group in action techniques samples of each technique and ways to effectively use them advice on subjects such as unwilling participants use of the outdoors breaks program endings and storytelling Significant new additions to the book include materials on the following topics new easier to accomplish approaches to evaluation ROE Return on Expectations and Customer Satisfaction as a business indicator a methodology to secure group feedback at the end of the program concerning the trainer facilitator's role and participation in the course an instrument for the early screening of likely obstacles when transferring training added techniques to ensure that training transfers to the job a demonstration of how to conduct a quick assessment of needs when under pressure to do so keys to successful training in other cultures several new instruments including how to assess one s prowess as a facilitator how to assess trust in a team and how to measure one s CQ creativity quotient Two new chapters have been added to treat new material on intelligence and learning principles of adult learning and distance learning In addition numerous new group in action techniques and conceptual materials have been added to the existing chapters This is the one stop source book every trainer needs Manager's Pocket Guide to Effective Meetings Steve Kaye, 1998 Learn easy proven techniques that keep you in control of your meetings This complete guide to effective meetings will show you how to prepare for success and end with results It includes structured activities that keep everyone focused on your issues practical techniques for dealing with unproductive participants and essential considerations for high tech meetings If you hold meetings this book is a must The Complete Guide to Public Speaking Jeff Davidson, 2003 Renowned professional public speaker Davidson provides expert insight and professional advice on public speaking This definitive guide covers every aspect from preparation and execution to inspiring The Manager's Pocket Guide to Influence with Integrity Marlene Caroselli, 2000 This guide is an the audience essential tool for leaders and others who must get things done in a more participative business environment Covers persuasion building trust being appropriate versus being politically correct the entrepreneurial spirit recognizing others and vision It offers ways to continuously improve your skills of persuasion Whether you are in management or on the shop floor the ideas presented will help you make your influence more powerful more positive and make your sphere of influence wider

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