



The Ultimate Training Workshop Handbook: A Comprehensive Guide to Leading Successful Workshops and Training Programs

By Bruce Klatt

McGraw-Hill Education - Europe. Paperback. Book Condition: new. BRAND NEW, The Ultimate Training Workshop Handbook: A Comprehensive Guide to Leading Successful Workshops and Training Programs, Bruce Klatt, An amazing reference covering every aspect of leading a training program or workshop - Bruce Klatt's "The Ultimate Training Workshop Handbook" was written for those who want to excel as trainers, and to offer maximum value both to client/employers and workshop participants. Focusing on success in front of the group and based on Klatt's 25 years of experience, this comprehensive guide takes you from the contracting stage through evaluating results. It shows you prepare yourself and your clients, and how to construct the workshop. You'll discover how to: contract with clients, participants, and yourself to ensure agreement on purpose and goals; develop high-energy, participant-oriented workshops using state-of-the-art methods, models, and techniques; use natural learning and deep learning techniques, visual aids, and other important training tools; get workshops started with energy and enthusiasm; lead exercises, simulations, and subgroup activities; use humor; and develop methods or staying on track or changing the workshop design mid-stream; manage participation problems such as under-, over-, and aggressive participation; reinforce, evaluate, and follow up on training program and workshop success. Whether...

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