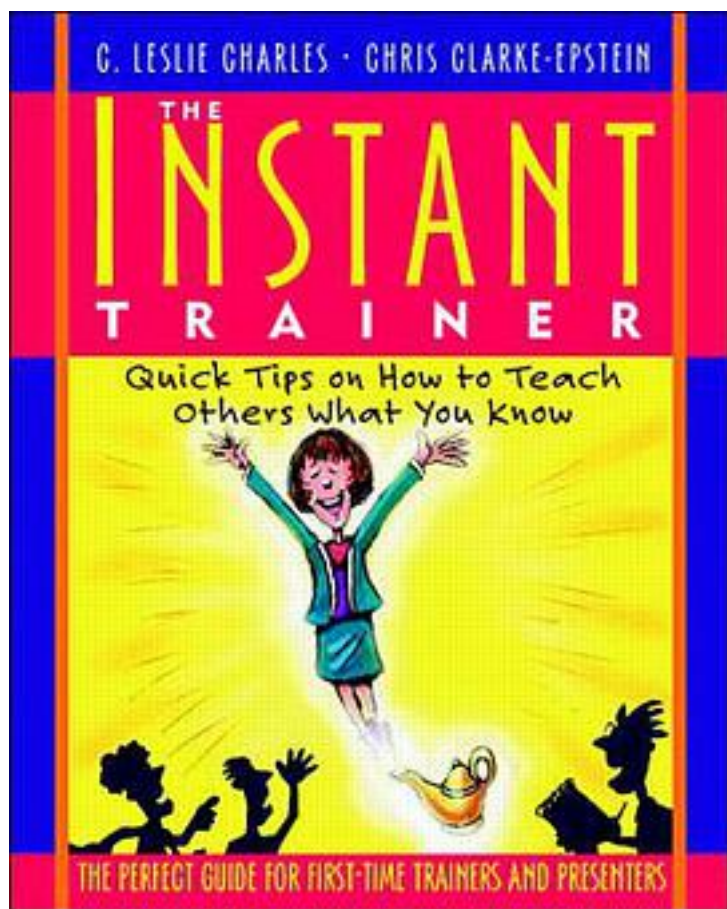# Instant Trainer

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著者:Charles, C. Leslie/ Clarke-Epstein, Chris

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HereOs the first book to show todayOs first-time trainers how to prepare, deliver, evaluate, and fine-tune presentations that will keep trainees riveted and leave them smarter and more capable. Designed to transform readers into skilled instructors in as little time as possible, no matter what size group or what kind of subject matter they

address, it combines the coauthorsO 35 years of training experience. Highlighted by a casual and informative question-and-answer format, The Instant Trainer offers a bounty of practical, easy-to-absorb tips, techniques, and strategies that help novice trainers deal with an extraordinary range of issues N from overcoming stage fright to energizing apathetic audiences to reaching diverse group members. Featuring checklists, sample forms, and lists of essential training resources, The Instant Trainer is so complete it even provides a coauthor hotline if readers have specific questions that are not answered in the book! Thorough, quick, and easy to read, this book is a rich resource of ideas, techniques, and practical tips on how to teach others what you know.

作者介绍:

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