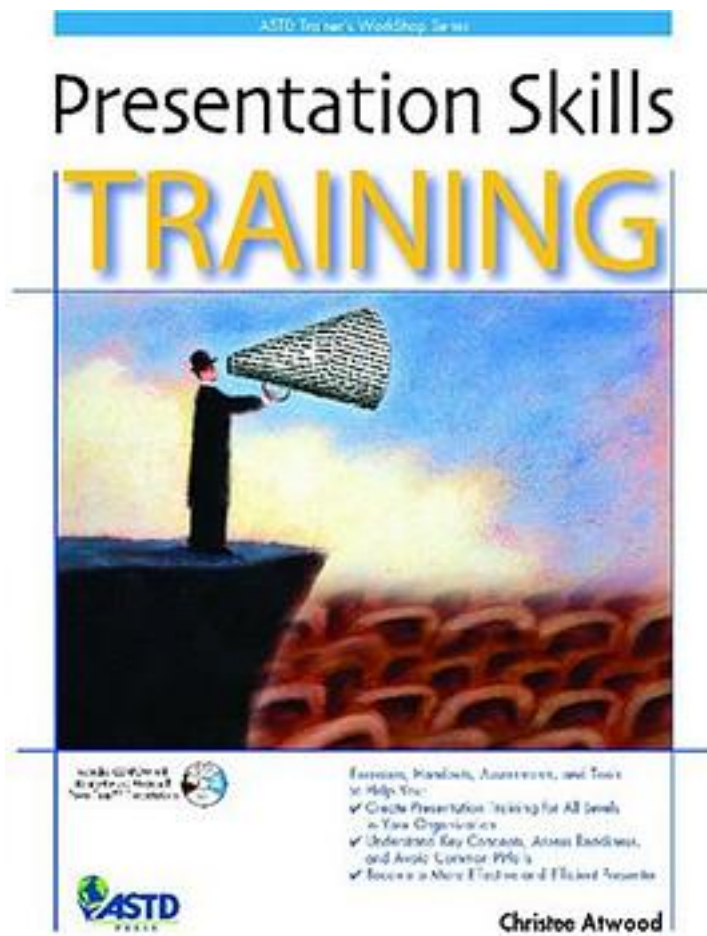


# Presentation Skills Training (ASTD Trainer's Workshop) (Astd Trainer's Workshop)



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The ability to present effectively is a basic business competency. Yet, many managers, team leaders, and other key organizational decision makers lack these skills. This book allows you to design presentation skills training for all levels and people in your organization. This title is a one-stop training resource that provides you with key concepts, tips on assessing organizational needs, and other tools to set your skills program to succeed. You will find programs designed for one-hour, a half day, one or two-day events, along with a step-by-step facilitator guide to ensure that your program stays on task. In this book you ll find: -Tools and strategies for assessing participants presentation skill levels and areas for improvement. -Complete guidelines to design your training program including materials and instructions for facilitating and evaluating program results -Customizable agendas that incorporate a range of training activities to be used as is or modified to suit your needs or -Dozens of learning activities, tools, and assessments that support the workshops. -Ready to use Microsoft PowerPoint™ presentations to accompany each format of the workshop. \* Also includes accompanying digital materials (available via download)

作者介绍:

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