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Management Training Elaine Biech, 2016-05-09 We need to change how we change Successful organizations are proactive about change and can turn obstacles into opportunities Thus managing change its constant barrage faster pace and complexity has become a required skill for leaders managers and employees alike In Change Management Training master trainer and innovator Elaine Biech presents a complete lineup of workshop resources and tools needed to conduct effective change management training Help managers understand their expanded role practice new management techniques and demystify the people side of change with innovative two day one day and half day training workshop You ll find all the activities handouts tools and assessments you need inside Free tools and customization options The free ready to use resources PDF that accompany this book include downloadable presentation materials agendas handouts assessments and tools All workshop program materials including MS Office PowerPoint presentations and MS Word handouts may be customized for an additional licensing fee Browse the licensing options in the Custom Material License pricing menu Preview a sample activity from the book About the Series The ATD Workshop Series is written for trainers by trainers because no one knows workshops as well as the practitioners who have done it all Each publication weaves in today s technology and accessibility considerations and provides a wealth of new content that can be used to create a training experience like no other Order the ATD Workshop Series Bundle to save **Leadership Training** Lou Russell, 2015-01-30 Like a great leader a great leadership training aligns the right people to the right task at the right time Whether you are developing a first rate leadership development program from scratch or adding to an existing workshop let leadership expert and master trainer Lou Russell be your guide The second book in the ATD Workshop Series Leadership Training presents a step by step blueprint to developing and delivering dynamic powerful leadership training Complete with effective training methodologies this book helps you accelerate learning and leverage technology for maximum efficiency You ll also find tools to assess leadership strengths and weaknesses Half day full day and two day workshop programs found in this volume make planning easy and can be tailored for the unique needs of your organization Supplemental resources are available online and include downloadable and customizable presentation slides handouts assessments and tools About the series The ATD Workshop Series is written for trainers by trainers because no one knows workshops as well as the practitioners who have experienced it all Each publication weaves in today s technology and accessibility considerations and provides a wealth of new content that can be used to create a training experience like no other **Creating Training Videos** Jonathan Halls, 2024-04-09 LIKE FILM SCHOOL FOR TRAINERS Film and edit effective training videos using your smartphone Whether you re a facilitator instructional designer or L D department of one you don t need a fancy DSLR camera or film crew to create successful training videos All you really need is a learning strategy a good production plan and a smartphone camera Informed by his 30 year career in training and media including his time as learning executive with the BBC author Jonathan Halls is committed to best practices in video production that will actually help your learners to learn and without a giant

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how to avoid the pitfalls effective facilitators ease the way for groups to achieve desired outcomes redirect them to constructive paths and rally commitment to action plans Expert trainer and facilitator Kimberly Devlin has designed interactive half day one day and two day workshops to develop the essential skills of facilitating meetings that inspire engage and get results Complete with all the activities handouts assessments and presentation slides you will need to accelerate learning these programs make planning your next workshop easy whether you are new to facilitation or a seasoned pro About the Series The ATD Workshop Series is written for trainers by trainers because no one knows workshops as well as the practitioners who have done it all Each publication weaves in today s technology and accessibility considerations and provides a wealth of new content that can be used to create a training experience like no other Virtual Training Maureen Orey, 2021-04-06 Communication Skills Virtual Training offers the crucial tools you ll need to help your workshop participants master the skills that drive performance Providing your participants with a deeper more nuanced understanding of communication will give them a solid foundation upon which to build strong skills and relationships in the workplace Derived from the first book in the ATD Workshop series this edition focuses on delivering virtual training and workshops with practical road tested strategies and tactics for use at all levels of your organization New content geared to virtual training is included in presentation materials agendas handouts assessments and tools Communication Skills Virtual Training presents two day one day and half day communication training programs along with relevant chapters on needs analysis design delivery facilitation and evaluation of the training event From Trainer to Agile Learning Facilitator Jürgen Sammet, Jacqueline Wolf, 2022-08-30 Pure face to face training is increasingly being supplemented or even replaced by modern forms of learning such as blended learning online training e learning and informal learning What does this mean for you as a trainer lecturer speaker personnel developer This reference book shows how the job description of the trainer is changing due to digitalisation and which competences you need as a trainer to be successful in the learning revolution After all specialist knowledge paired with classroom didactics is no longer enough This work takes you by the hand to become a learner again as a trainer and to develop into an agile learning facilitator It gives you orientation in the digital trainer competence jungle In a practical and clearly understandable way you will receive both theoretical background knowledge and practical implementation possibilities for the modernisation of your continuing education programme Presentation Skills Training Christee Gabour Atwood, 2017-01-30 Don t Let Brilliant Ideas Get Lost in Bad Presentations Inspiring and influencing others starts with the effective delivery of ideas Speaker and trainer Christee Gabour Atwood designed the interactive two day one day and half day workshops in this book with exactly that in mind Help your training participants become confident speakers who engage and invigorate others with effective presentations and address challenges with tact and professionalism Complete with effective training methodologies this book helps you accelerate learning and leverage technology for maximum efficiency Workshop programs found in this volume make planning easy and can be tailored for the

unique needs of your organization Supplemental resources are available online and include downloadable and customizable presentation slides handouts assessments and tools **Time Management Training** Lisa J. Downs,2016-10-24 Empower workshop participants to reclaim their time Kitchen fire or time waster The inability to differentiate robs us of precious time and well being Master trainer Lisa Downs has developed a collection of complete workshops and tools you ll need to conduct effective two day one day and half day time management workshop programs that teach how to reclaim time and productivity Empower workshop participants to strategically manage procrastination negotiate priorities and exercise control over how they spend their time by helping them develop their time management and productivity skills Complete with effective training methodologies this book helps you accelerate learning and leverage technology for maximum efficiency Workshop programs found in this volume make planning easy and can be tailored for the unique needs of your organization Supplemental resources are available online and include downloadable and customizable presentation slides handouts assessments and tools

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