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# Astd Handbook For Workplace Learning Professionals

**Elaine Biech**



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performance emotional intelligence is key Research shows that emotional intelligence is more important to performance than ability and technical skill combined But is EI a skill that can be developed in others Absolutely Trainer Karl Mülle has developed a collection of complete workshops and tools you ll need to conduct effective two day one day and half day emotional intelligence workshop programs 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 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 **Faculty Development in the Health Professions**

Yvonne Steinert,2014-01-31 This volume addresses all facets of faculty development including academic and career development teaching improvement research capacity building and leadership development In addition it describes a multitude of ways ranging from workshops to the workplace in which health professionals can develop their knowledge and skills By providing an informed and scholarly overview of faculty development and by describing original content that has not been previously published this book helps to ensure that research and evidence inform practice moves the scholarly agenda forward and promotes dialogue and debate in this evolving field It will prove an invaluable resource for faculty development program planning implementation and evaluation and will help to sustain faculty members vitality and commitment to excellence Kelley M Skeff M D Ph D May 2013 In this text Steinert and her colleagues have provided a significant contribution to the future of faculty development In an academic and comprehensive way the authors have both documented past efforts in faculty development as well as provided guidance and stimuli for the future The scholarly and well referenced chapters provide a compendium of methods previously used while emphasizing the expanding areas deserving work Moreover the writers consistently elucidate the faculty development process by highlighting the theoretical underpinnings of faculty development and the research conducted Thus the book provides an important resource for two major groups current providers and researchers in faculty development as well as those desiring to enter the field Both groups of readers can benefit from a reading of the entire book or by delving into their major area of interest and passion In so doing they will better understand our successes and our limitations in this emerging field Faculty development in the health professions has now received attention for 6 decades Yet dedicated faculty members trying to address the challenges in medical education and the health care delivery system do not have all the assistance they need to achieve their goals This book provides a valuable resource towards that end 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 *Customer Service Training* Kimberly Devlin,2015-08-17 Effective customer service training covers more than niceties Organizational profitability is threatened when staff are unable to manage customer needs Yet it takes more than soft skills training to turn these situations around A great customer service training covers essential behaviors service strategies and service systems that together ensure an exceptional customer experience Training authority Kimberly Devlin presents two day one day and half day workshops that support trainees in any industry and environment not just the call center Each workshop introduces techniques for managing challenging customers and situations and also offers opportunities to apply new skills to service interactions Free tools and customization options The free ready to use workshop materials 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 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 The series also includes Communication Skills Training Leadership Training Coaching Training and New Supervisor Training **Project Management Training** Wes Balakian,2016-12-12 On time on budget within scope You ll get them there In today s competitive business environment a prime ingredient to scalability predictability and consistency is having a proven method for getting things done Project management delivers results that organizations of every size and industry need Trainer and strategic global advisor Wes Balakian has created highly effective two day one day and half day workshops that take the guesswork out of project management training Hit the ground running with complete programs and all the materials you ll need to deliver them With the right tools your engaging interactive sessions will help participants practice key concepts in a group setting and learn project management best practices that give their organizations a competitive edge 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 About

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