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ever had to run a training session or workshop and not known where to begin this is the simple smart guide to creating a programme that is both memorable effective and enjoyable for you and your team

popular science gives our readers the information and tools to improve their technology and their world the core belief that popular science and our readers share the future is going to be better and science and technology are the driving forces that will help make it better

this is a practical title containing all the necessary information on basic tools and materials that the do it yourself enthusiast should need it gives advice on how to choose and use the right tools for the job effectively and safely and how to develop practical skills

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 how to prepare yourself and your clients and how to construct the workshop

it s a very real fact that a lot of people actually doze off during workshops and that s the very last thing you want that workshop of yours to be responsible for doing you want them to not even so much as blink you need it be so empowering that people come back to you for more and also tell their friends and colleagues of your unrivaled presentation skills yes you want those people to be asking you questions and getting involved in discussions thereby providing you ample proof that you have indeed hit the mark where it comes to having set up a most successful workshop one that will be remembered for a long time to come let s take a look at how we can be at the top of our game and conduct that business workshop of ours most successfully

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