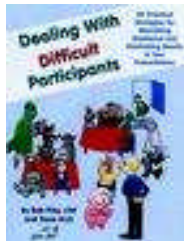


How to Conduct Workshops



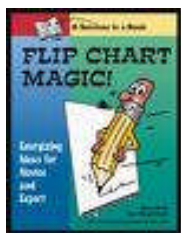
***Creative Training Techniques Handbook* - Pike, Robert, 2003.**

Creative Training Techniques is a practical, results-guaranteed solution to your training needs. This book focuses attention on the need to have complete process for building and delivering creative training that will increase the productivity of your organization. Within this book you will find the nuts and bolts, and practical processes and techniques that can help you deliver results to your training sessions.



***Dealing With Difficult Participants* - Pike, Bob; Arch, Dave, 1997.**

If you deal with difficult participants in your training sessions, you know the destructive effect they can have on their own learning, as well as on the group's learning process. You, as a presenter, have the ability to successfully deal with 95% of the difficult participants you face. This helpful guide book provides you with the knowledge and skills needed to deal with almost any difficult participant.



***Flip Chart Magic!* - Arch, Dave; Torgrimson, Ivar, 1999.**

Flip Chart Magic takes you step-by-step through the process of building and using effective flip charts in training sessions. The front half of the book is a more basic course and the back half of the book is a more advanced course on the subject of effective flip chart use. *Flip Chart Magic* also contains a "Bonus Sections" with seventeen transparency masters for combining the overhead projector with the flip chart to

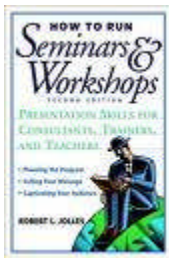
increase its effectiveness even more.



***High-Impact Presentation and Training Skills* - Hendricks, Dr. William; Holliday, Micki; Moble, Recie; Steinbrecher, Kristy, 1994.**

If you enjoy public speaking, read no further. But if you are like the majority of people - those who will go to bizarre lengths to avoid speaking in front of an audience - this Business User's Manual was written for you. Packed full of valuable tips from some of the nation's top presenters and trainers, this comprehensive manual will teach you how to: Beat down

your fears of public speaking to become a "star" presenter and trainer, Hold your audience's attention and have them begging for more, Cover your mistakes so no one knows but you, Build rapport and credibility with audience members - even the rude and hostile ones, Make presentations that have a powerful punch.



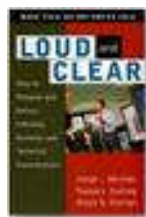
***How to Run Seminars & Workshops* - Jolles, Robert, 2001.**

The former head of Xerox's "Train the Trainer" program shares his proven techniques for winning over your audience, holding their interest, and effectively conveying information. For the seasoned pro, it's an invaluable tool for becoming a world-class seminar and workshop leader. For novices, it's a step-by-step teaching guide that gives you the confidence and the techniques you need to go "under fire" in front of any group and thrive in the "pit" - the area between lectern and audience. This book covers all the bases, including research and preparation, questioning techniques, pacing, visual aids, evaluation and support feedback, and more.



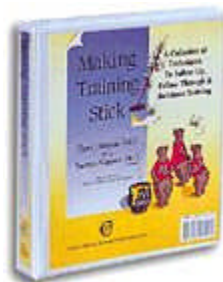
***It's Not What You Say, It's How You Say It* - Detz, Joan, 2000.**

Why do some speakers succeed while many bore their audiences and lose their listeners? In this useful and lively book Joan Detz presents strategies and tips for speeches, sales presentations, brief remarks, job interviews, Q & A sessions, panels, and more - every situation that requires something to say.



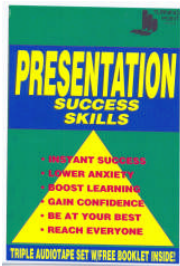
***Loud and Clear How to Prepare and Deliver Effective Business and Technical Presentations* - Morrissey, George L.; Sechrest, Thomas L.; Warman, Wendy B., 1997.**

The key to effective presentations is preparation, so *Loud and Clear* shows you six steps for planning any technical or business presentation. It discusses the best use of audiovisual aids and explains the basics of set-up and delivery. *Loud and Clear's* practical, step-by-step advice has helped more than 300,000 technical experts become expert presenters as well. Whether you present proposals to new clients or a weekly status report, *Loud and Clear* will help you deliver your message clearly and confidently.



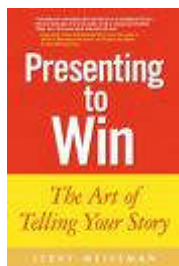
***Making Training Stick: A Trainer Transfer Field Guide* - Carnes, Barbara Ph.D., Johnson, Dora EdD, 1997.**

The issue of training transfer becomes more important every day. It is no longer sufficient to deliver training that receives rave reviews from participants. We must do everything we can to ensure that the training we provide gets used on the job. As trainers, we can't physically be with each participant after they leave our training. But we can draw on the strategies that Barbara Carnes and Dora Johnson provide in this volume to increase the chance that what people needed to learn was learned and that what was learned was applied.



Presentation Success Skills (Audio tape) - Turning Point for Teacher, 1993.

Welcome to the world of presentation! It can be quite an exciting, nerve-racking, and rewarding pursuit. This booklet and audio tape set discusses 15 key tips for success and how to insure that your audience remembers what you present.

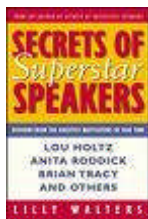


Presenting to Win The Art of Telling Your Story - Weissman, Jerry, 2003.

Presenting to Win: The Art of Telling Your Story is about getting Aha! Moments and extraordinary success that follows from them. Jerry Weissman shows you how to transform your presentations from dry recitals of facts into compelling stories with a laser-sharp focus on what matters most: what's in it for your audience.

Red Hot Handouts! Taking the Ho Hum out of Handouts - Arch, Dave, 1996.

Discover 75 different ideas for taking the "ho hum" out of handouts - making each one a memorable component of your training session. Imagine...a training handout with moving pictures, another that dramatically changes when held up to the light, and one that turns into its own review game! Ready-to-copy handout templates make it easy to customize these ideas to your own content.

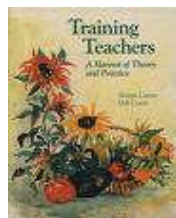


Secrets of Superstar Speakers - Walters, Lilly, 2000.

Discover what motivates some of the world's most famous speakers to develop the messages and skills that have made them successful, influential, and rich. Their hard-earned insider secrets are collected here to help you become a more effective speaker and deliver memorable messages that motivate.

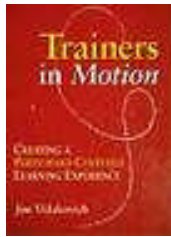
Teaching Adults An Active Learning Approach - Jones, Elizabeth, 1986

This book is a story about what can go on with a group of adults. The ideas are relevant not only to college teaching, but to conferences, parent groups, adult education, staff development, in-service workshops - wherever adults come together to learn about children and themselves.



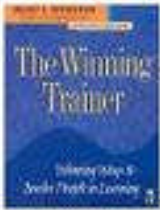
Training Teachers A Harvest of Theory and Practice - Carter, Margie; Curtis, Deb, 1994.

This book is for anyone responsible for staff development or for those interested in training as the next step in their career path. The pages contain a bounty of thought-provoking ideas and strategies that offer a fresh look and descriptions of the ingredients for effective teaching.



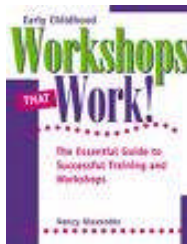
***Trainers in Motion* - Vidakovich, Jim, 2000.**

Trainers in Motion is a lively new book that offers you a training approach inspired by the success of *Sesame Street* and other children's educational programming. Centered around the idea of "edutainment", this book emphasizes interactive learning and shows you how to: apply the principles of "edutainment" to workshops for adults, create a stimulating learning environment, engage the imagination and creative side of trainees, make the training experience more exciting, involving, and productive for both learner and trainer.



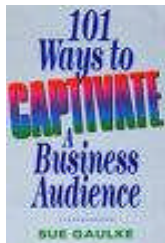
***The Winning Trainer* - Eittington, Julius, 2002.**

This book has more ideas on how to add involvement in learning than any one trainer could ever use. Your students and workshop participants will increase their understanding and retention when you design training activities using "*The Winning Trainer*."



***Workshops that Work!* - Alexander, Nancy P., 2000.**

Early Childhood Workshops that Work! is a comprehensive guide that illustrates how to design, organize, conduct, and evaluate early childhood workshops and training seminars. It also includes sections on troubleshooting problem situations and designing learning materials. The author offers tips, guidance, and inside information from her years of experience as a successful workshop leader.



***101 Ways to Captivate A Business Audience* - Gaulke, Sue, 1997.**

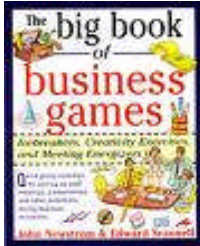
Captivating an audience doesn't come naturally to most business speakers. But you can learn to do it with a minimum of stress and plenty of charisma. This handy book is a smorgasbord of over one hundred audience-tested quotes, anecdotes, experiences, and insights that will add creative sizzle to your presentations and speeches. You'll discover how to: customize your message...generate ideas fast...organize your material...energize your voice...create exciting visual aids...control nervousness...and look, act, and feel like a million dollars.



***101 Ways to Make Training Active* - Silberman, Mel, 1995.**

The most extensive collection of active-learning techniques ever published, *101 Ways to Make Training Active* offers specific suggestions on how to organize and conduct lively training sessions that can be used to teach any subject. From team building to stimulating discussions to prompting questions, developing skills, inviting feedback, and promoting back-on-the-job application, you'll discover inventive, proven strategies to make your training sessions unforgettable.

Training Activities



***The Big Book of Business Games* - Newstrom, John; Scannell, Edward, 1996.**

The Big Book of Business Games contains dozens of group games and activities for managers and team leaders to use with their departments, staff, or committees, or for anyone to use with a sleepy audience. You'll find these games - many of which take just a few minutes to complete - perfect for making a point without lecturing, uncovering people problems in a department, sparking lively group discussions, and teaching valuable lessons about every aspect of making your organization successful. What's more, you'll find games that are suitable to meet a wide range of needs - from icebreakers...to meeting energizers...to creativity exercises.



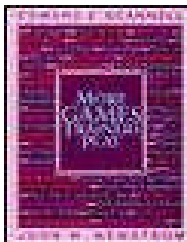
***The big book of humorous training games* - Tamblyn, Doni; Weiss, Sharyn, 2000.**

The latest mind-brain research confirms something every trainer has long suspected: that people think and learn better when the process is fun. *The Big Book of Humorous Training Games* features 50 unique experiential training activities that create memorable learning on topics ranging from management skills, change, and emotional intelligence to dealing with difficult people.



***Games Trainers Play* - Scannell, Edward E., 1980.**

Looking to add spark and excitement to your training sessions and achieve dramatically better results that you're getting now? Here's the book that shows you how. It's packed with over 100 different games, activities, and exercises that have been field-tested and proven highly effective by some of America's most experienced and innovative trainers in teaching a variety of important business skills in ways that are challenging and fun for the participants.



***More Games Trainers Play* - Newstrom, John W., 1983.**

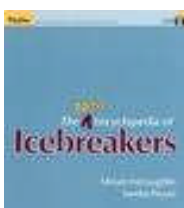
More Games Trainers Play is a compilation of proven instructional aids designed to help you, the professional trainer, boost confidence, teach important business skills, and create enthusiasm and interest among the participants in your training program. Discover fresh, original ideas for: enhancing verbal and nonverbal communications skills, reducing the tendency to think in stereotypes or jump to premature conclusions, training people to approach difficult problems in more than one way, building group cohesiveness and cooperation in your very first session, showing participants how to control stress in even the toughest situations. Every one of these time-efficient, low-cost, or no-cost exercises has been tested by experienced trainers and shown to get results.



***Still More Games Trainers Play* - Newstrom, John W., 1994.**

Still More Games Trainers Play is brimming with 101 brief, compelling games and exercises that have been screened, refined, and extensively field-tested by training and development professionals. Most can be administered in less than thirty minutes and at little or no cost. All can be easily modified and adapted to fit any speaking or training situation.

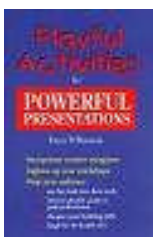
Accompanying follow-up questions and activities will provoke discussion and reinforce and strengthen learning. Designed for trainers, facilitators, managers, and speakers in all fields, this innovative guide helps you transfer learning from the training context to the daily work environment.



***The New Encyclopedia of Icebreakers* - McLaughlin, Miriam; Peyser, Sandra, 2004.**

The New Encyclopedia of Icebreakers gives you over 140 innovative activities to energize your training sessions. The book is filled with a variety of activities that will move participants through the stages of group development: forming, storming, norming, performing, and adjourning.

Use this new collection to help people get acquainted, build teams, address team or group issues, develop effective working relationships, and improve learning and retention of new information. The final chapter presents specific adjourning activities to help you bring closure to your training or group work, increase skills and knowledge transfer, and transition the participants back to the workplace.



***Playful Activities for Powerful Presentations* - Williamson, Bruce, 1993.**

Spice up your presentations with healthy laughter as you get your audience involved. No matter what your subject, the 40 creative energizers outlined in *Playful Activities for Powerful Presentations* will enhance learning, stimulate communication, promote teamwork, and reduce resistance to group interaction. Participants will effortlessly absorb your message as they

relax and experience spontaneity, wonder, discovery, delight, laughter, and play.



***50 Creative Training Openers and Energizers* - Pike, Bob; Solem, Lynn 2000.**

Open your next training session with a BANG! Choose from these fifty fun, interactive, engaging openers and energizers and the eleven bonus activities to get your participants in the mood to learn!



***101 Games for Trainers* - Pike, Bob; Busse, Christopher, 1995.**

If your participants are going to learn and retain information, injecting fun into your classroom is imperative. *101 Games for Trainers* is your source book for making that fun happen. In it, you'll find dozens of games, exercises, and activities specifically designed to...develop communication

skills; promote teamwork; break the ice and grab participants' attention; bring a weary group back to life; lead an audience through a spirited review session; address the special concerns of topical training courses including orientation, diversity, customer service, sales, and more. You'll be able to administer all these activities in very little time at very little cost.



***101 More Games for Trainers* - Pike, Bob; Busse, Christopher, 1995.**

You can't rely on skills two-and three-decades old to reach today's adult learner. If your participants are going to learn and retain information, you must work hard to engage them while they are in your classroom. *101 More Games for Trainers* is your source book for making that fun happen. In it, you'll find dozens of games, exercises, and activities specifically designed to...develop communication skills; promote teamwork; break the ice and grab participants' attention; bring a weary group back to life; lead an audience through a spirited review session; address the special concerns of topical training courses including orientation, diversity, customer service, sales, and more. You'll be able to administer all these activities in very little time at very little cost.

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