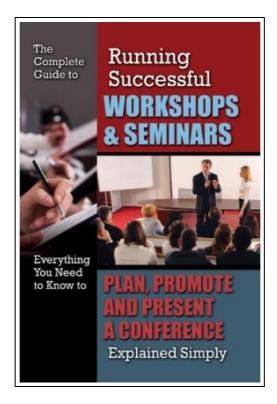
The Complete Guide to Running Successful Workshops & Seminars: Everything You Need to Know to Plan, Promote & Present a Conference Explained Simply



Filesize: 5.65 MB

Reviews

Extensive manual! Its such a great read. It really is loaded with knowledge and wisdom You wont really feel monotony at at any time of your time (that's what catalogs are for regarding if you ask me).

(Myrl Hintz)

THE COMPLETE GUIDE TO RUNNING SUCCESSFUL WORKSHOPS & SEMINARS: EVERYTHING YOU NEED TO KNOW TO PLAN, PROMOTE & PRESENT A CONFERENCE EXPLAINED SIMPLY



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Atlantic Publishing Co. Paperback. Book Condition: new. BRAND NEW, The Complete Guide to Running Successful Workshops & Seminars: Everything You Need to Know to Plan, Promote & Present a Conference Explained Simply, Kristie Lorette, "A typical workshop doesnt always sound intriguing in fact, its something most people try to avoid attending. Still, seminars are held each year in many fields and industries, and usually, no two are alike. Although thousands of executives, employees, and other professionals dread the hours of lectures and preaching that the average conference involves, the one youre planning doesnt have to be the norm. The Complete Guide to Running Successful Workshops & Seminars is your complete guide to putting together an effective conference that is sure to be a hit from start to finish, regardless of your field and audience. In this new book, you will learn the ins and outs of planning a workshop, from general decisions about how long the event will last to the minute details such as where each person will check in and sit. This guide will teach you how to effectively target and communicate with your audience so you can give your attendees information they never knew they were missing. You will learn about the basics of leading a training program, such as what characteristics you should portray to show your authority and credibility, as well as the general structural elements of a workshop, seminar, and conference. This comprehensive book will help you define the reason why you are holding a workshop and will teach you to succinctly create an objective for your participants so you are destined for success. You will even learn how to evaluate and measure your accomplishments during, and after, the event to prove your true effectiveness and determine your programs strengths and weaknesses. Filled with...

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