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Reviews

Undoubtedly, this is the greatest operate by any article writer. It is actually writer in straightforward words instead of confusing. Your life period is going to be change as soon as you complete looking over this book.
(Karina Ebert)

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RareBooksClub. Paperback. Book Condition: New. This item is printed on demand. Paperback. 128 pages. Original publisher: Washington, DC : U. S. Dept. of Transportation, Federal Railroad Administration, Office of Research and Development, 2003 OCLC Number: (OCOlc)56801345 Subject: Railroads -- United States -- Train dispatching. Excerpt: . . . Introduction General Suggestions Do not read or lecture to the group. This package is a guide, not your script. Flexibility is the key to success. Make yourself part of the group. Do not separate yourself physically from the group by standing behind a podium, an overhead projector, or a table. Remember that you are working with adults. Involve the participants in planning, decision making, and problem solving. Value the resources they bring to the group. Encourage them to share their experience, knowledge, and ideas. Observe how the group works together. Who participates the most and who participates the least Do certain participants try to dominate Does anyone withdraw Do not go too long without a break. As a general rule, groups need a break every hour for about 10 minutes. You will need to adjust the timing of breaks to what is going on in the group. Use each group you facilitate as a resource for the next group. Consider and incorporate the information contained in the Course Evaluation Form from prior training sessions. Do not be afraid to revise the topic or your approach. Open each topic by presenting the purpose and goals for the unit. Close each topic by recapping the skills or lessons learned. Leading Discussions Ask open-ended questions that draw out the key points from the group. Avoid using yes no questions. Railroad Dispatcher Communications Training Materials 7 This item ships from La Vergne,TN. Paperback.

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