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

By Kristie Lorette

Atlantic Publishing Co, United States, 2014. Paperback. Condition: New. Language: English . Brand New Book. A typical workshop doesn't always sound like something intriguing in fact, it's something most people try to avoid attending. Still, seminars are held each year in many fields and industries, and usually, no two are alike. While thousands of executives, employees, and other professionals dread the hours of lectures and preaching that the average conference involves, the one you're planning doesn't 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 things like how long the event will last to the minute details like where each person will check in and sit. This complete guide will teach you how to effectively target and communicate with your audience so you can give your attendees the information they never even knew they were missing. You will learn about the basics of leading a training program,...



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