



## A Commonplace Book of Thoughts, Memories and Fancies, Original and Selected

By -

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...



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### Reviews

*It becomes an amazing book which i actually have at any time study. It is actually loaded with wisdom and knowledge You wont sense monotony at at any time of your respective time (that's what catalogues are for regarding should you request me).*

-- **Rosina Schowalter V**

*This book is fantastic. This is certainly for all those who statte there had not been a really worth reading. It is extremely difficult to leave it before concluding, once you begin to read the book.*

-- **Prof. Dale Fahey MD**