

CONTENTS

Acknowledgments	ix
Introduction	1
PART ONE: General Information for Training or Presenting to International Audiences	7
CHAPTER ONE: Insights and Suggestions for Training, Teaching, and Presenting to International Audiences	9
CHAPTER TWO: Designing the Program for International Audiences	27
CHAPTER THREE: Translation for International Audiences	51
CHAPTER FOUR: Presentation Techniques for International Audiences	61
PART TWO: Africa	75
CHAPTER FIVE: The Continent of Africa	77
CHAPTER SIX: Egypt (Middle East)	95
CHAPTER SEVEN: South Africa	105

<u>PART THREE:</u> Asia	113
CHAPTER EIGHT: China	115
CHAPTER NINE: Hong Kong	127
CHAPTER TEN: India	135
CHAPTER ELEVEN: Indonesia	143
CHAPTER TWELVE: Japan	151
CHAPTER THIRTEEN: Malaysia	163
CHAPTER FOURTEEN: Philippines	169
CHAPTER FIFTEEN: South Korea	175
CHAPTER SIXTEEN: Thailand	183
CHAPTER SEVENTEEN: Uzbekistan	191
CHAPTER EIGHTEEN: Vietnam	199
<u>PART FOUR:</u> Australia	209
CHAPTER NINETEEN: Australia	211
<u>PART FIVE:</u> Europe	219
CHAPTER TWENTY: Denmark	221
CHAPTER TWENTY-ONE: England	231
CHAPTER TWENTY-TWO: France	241
CHAPTER TWENTY-THREE: Germany	251
CHAPTER TWENTY-FOUR: Hungary	263
CHAPTER TWENTY-FIVE: Italy	273
CHAPTER TWENTY-SIX: Romania	281
CHAPTER TWENTY-SEVEN: Switzerland	289
CHAPTER TWENTY-EIGHT: The Netherlands/Holland	301

<u>PART SIX:</u> The Americas	313
CHAPTER TWENTY-NINE: Argentina	315
CHAPTER THIRTY: Brazil	325
CHAPTER THIRTY-ONE: Canada	337
CHAPTER THIRTY-TWO: Central America and the Caribbean	347
CHAPTER THIRTY-THREE: Colombia	357
CHAPTER THIRTY-FOUR: Guyana	365
CHAPTER THIRTY-FIVE: Mexico	371
CHAPTER THIRTY-SIX: The United States	379
<u>PART SEVEN:</u> Conclusion	389
CHAPTER THIRTY-SEVEN: Human Resource Development Around the Globe	391
APPENDIX ONE: Dealing with the Unfamiliar and Coping with Change	405
APPENDIX TWO: Mentoring Global Employees	407
APPENDIX THREE: Technology Considerations When Presenting to International Audiences	411
APPENDIX FOUR: Learning in a Second Language: L2	417
APPENDIX FIVE: A Workshop, Webinar, or What?	423
Resources	429
Contributors	432
Index	435
About the Authors	447

*To Lee, Michael, and Alicia, who have always made travel and
life full of joy and excitement!*

*And to Nick, whose insights and cultural sensitivity will serve him well
whatever path he chooses.*