

Truth About Confident Presenting, The - James O'rourke

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All you need to know to make winning presentations--fearlessly and painlessly The truth about preparing quickly, efficiently, and well The truth about managing anxiety and handling hostile audiences The truth about nonverbal signals, PowerPoint, microphones, and more This book reveals 51 proven and bite-size, easy-to-use presenting techniques that work. This book brings together everything you need to know to prepare well, manage anxiety, deliver effectively, connect with your audience, and succeed! Authored by top business consultant James ORourke, this book offers real solutions for the obstacles and fears faced by every presenter. You'll discover what makes people listen, and what instantly turns them off. You'll learn how to prepare effectively, not obsessively; how to scope out your audience and muster evidence that'll convince them; when and how to listen; how to manage anxiety and establish a great first impression; how to make nonverbal cues work for you; how to use PowerPoint well; how to handle hostile questions confidently; and much more. This isn't someone's opinion: it's a definitive guide to effective presenting a set of bedrock principles you can rely on to help you win with any audience. Author: O'Rourke, James Publisher: FT Press Illustration: N Language: ENG Title: Truth About Confident Presenting, The Pages: 00217 (Encrypted EPUB) On Sale: 2010-12-06 SKU-13/ISBN: 9780132354967 Category: Business & Economics : Skills

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