

Effective Presenting



effective **PRESENTING**



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Being able to give an effective presentation or speech is an important skill for forging a successful career path; yet for many it is a terrifying prospect. Mastering some simple techniques can help any manager or aspiring manager turn the nightmare scenario into one where they not only feel proficient, but that they actually love to tackle. Readers will learn, first of all, why it's important to learn presentation skills. From there, the book covers figuring out what the reader wants to achieve in their presentation, and how to make best use of scripts, notes, and spider diagrams. Techniques for engaging the audience and making any presentation more interesting are explained, as well as what problems a presenter could encounter, and how to deal with them?

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