

Presentation success: how to plan, prepare, and deliver effective presentations

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Abstrak

What does it take to impress an audience? No more boring presentations! Presentation Success gives you what it takes to succeed?spectacularly?when you stand up to impress an audience. Packed with easy-to-use worksheets, strategies, and tips, this book delivers success. It helps you overcome "presentation fear" and makes it easy to plan, prepare, and deliver the kind of presentations that make people sit up and take notice. You?ll discover the best ways to prepare your opening, write smooth transitions, plan your Q&A session, and troubleshoot potential problem areas. You?ll learn how to use body language, communicate clearly, gain and hold attention, listen effectively, and elicit valuable feedback. Eye-opening self-evaluation exercises enable you to pull the pieces together and practice the skills you need to be a resounding success. You can use the handy resource section to access timely books, websites, and media tools to continue your learning. This is an ebook version of the AMA Self-Study course. If you want to take the course for credit you need to either purchase a hard copy of the course through amaselfstudy.