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Nota di contenuto	About the author Acknowledgements Part 1 The way we speak Chapter 1 Thinking about speaking Chapter 2 Getting started Part 2 The four steps Chapter 3 Get something to say Chapter 4 Get attention Chapter 5 Get your message across Chapter 6 Get results Part 3 The four situations Chapter 7 Focus on conversations Chapter 8 Focus on complicated conversations Chapter 9 Focus on meetings Chapter 10 Focus on public speaking Part 4 Final insights Chapter 11 The 25 core concepts of How to Speak so People Listen Closing words Who else needs to speak so people listen? Mike can speak so your audience listens Also by Mike Clayton Learn more Index
Sommario/riassunto	This title offers a simple and compelling promise that will resonate with anybody who wants to stand up and stand out - and that's everybody. It's been written for anybody, at any level, in any job, who's looking for practical and empowering skills that will allow them to get their point made and, vitally, heard.