

1. Record Nr.	UNINA9910678504103321
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Titolo	The presentation skills workshop : helping people create and deliver great presentations // Sherron Biennu [[electronic resource]]
Pubbl/distr/stampa	New York, : American Management Association, c2000
ISBN	1-62198-364-1 9780814424317 0-8144-2431-7
Descrizione fisica	1 online resource (xvii, 254 p.) : ill., forms ;
Collana	Trainer's Workshop Ser. ; ; Vol. 2 The trainer's workshop series
Disciplina	658.4/5
Soggetti	Business presentations Oral communication Visual communication
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Includes index.
Sommario/riassunto	Atlanta-based trainer Biennu offers instruction and practical tools to develop and lead training sessions on presentation skills. Using her strategic communication model, she walks through all the phases of preparing a course, including class size, time requirements, selling the workshop to management, room setup, and other aspects. She includes worksheets, exercises, planning steps, scripts, lecture notes, overheads, and handouts.