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Nota di contenuto	Preliminaries; Contents; Acknowledgments; 1 Presentations; 2 Executive Summary: The Fundamental Fifteen Keys to Winning Presentations; 3 Becoming a Winning Presenter; 4 Plan First Analyze and Strategize; 5 Organize: Sort Out Your Ideas to Clarify and Convince; 6 Support: Make Your Case; 7 Visual Aids/Graphics; 8 Arrangements The Devil's in the Details; 9 Working the Charts Successfully; 10 Practice Skip It at Your Risk; 11 Show Time: Overview and Nonverbal Delivery Skills; 12 The Spoken Word Language and Voice; 13 Interact Successfully Managing Q A; 14 Switching Hats Becoming a Sharper Listener 15 Follow Up It Ain't Over Til It's Over 16 Not Just One but a Winning Team; 17 Making Sure It's Not Greek to Them; 18 Becoming a Winning Presenter; Notes; Index
Sommario/riassunto	Great ideas deserve great presentations -- and this book shows readers exactly how to deliver!