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Nota di bibliografia	Includes bibliographical references and index.
Nota di contenuto	""Cover""; ""Contents""; ""Preface""; ""About the Author""; ""Introduction""; ""Chapter 1 - Preparation Precedes Success""; ""Clear Communication: Exceeding Expectations""; ""Questions and Answers""; ""Minimizing the Chance for Misunderstanding""; ""Tailoring Programs: One Size Does Not Fit all""; ""Preparing Handouts""; ""Organizing for Relaxed Delivery""; ""Dona€?s and Dona€?ts""; ""Chapter 2 - Little Things Mean a Lot""; ""Sleep for Efficiency""; ""Eat for Sustained Energy""; ""Dress for Success""; ""Pack Light and Catch the Early Train""; ""Questions and Answers""; ""Packing Checklist"" ""Sharing Book Resources""""Heading off Equipment Trouble""; ""Hydrationa€?Wet Your Whistle to Whet Your Brain""; ""Dona€?s and Dona€?ts""; ""Chapter 3 - Lights, Camera, Action!""; ""Readyng the Facility""; ""Materials""; ""Start before You begin""; ""Questions and Answers""; ""Crutches to Stay Calm and on Course""; ""Room Setup: The Good, the Bad, and the Adjustments""; ""Seating Participants for Great Results""; ""Distributing Handouts and Materials""; ""Charts, Slides, and Overheads""; ""Grand Entrances""; ""Dona€?s and Dona€?ts""; ""Chapter 4 - Quicka€?Let a€?Em Love You!""

""Gaining Acceptance""; ""Building Audience Rapport""; ""Vulnerability""; ""Establish Common Ground""; ""Friendly is Good, Familiar is Not""; ""Acknowledge Knowledge and Know-How""; ""Working around Personal Quirks""; ""Questions and Answers""; ""Honoring Audience Expertise""; ""Increasing Visibility""; ""Changing an Audience's Point of View""; ""Agendas and Overviews""; ""Introductions and Openers""; ""Positive Communication""; ""Doa's and Dona'ts""; ""Chapter 5 - Put Teeth into Your Technique""; ""Purpose Drives Process""; ""Question and Answers""

""Delivering the Main Course: Information, Skills, and Message""; ""Limiting Content""; ""Reflections and Connections""; ""Motivating an Audience""; ""Generating New Thinking""; ""Understanding: Taking the Road Less Traveled""; ""Nonverbal Communication""; ""Small Groups to Enliven Learning""; ""Timing Group Work""; ""Maintaining Involvement""; ""Regaining Attention""; ""Ensuring Active Participation""; ""Tight Parameters to Ensure Success""; ""Doa's and Dona'ts""; ""Chapter 6 - Enthrall 'Em all""; ""Job 1: Make Time Disappear""; ""Infusing Excitement into Sessions""

""Variety as a Vehicle""; ""Monitoring an Audience""; ""The 1a?2a?3 Rule""; ""Questions and Answers""; ""Introductions Set the Tone""; ""Change of State""; ""Movement: More Than a Sign of Life, the Glue for Learning""; ""Energizers""; ""Breaks""; ""Putting Lecture in its Place""; ""Covering Volumes of Content: Alternative Methods""; ""Accountability in Group Work""; ""Group Size""; ""Visuals to Enhance Meaning""; ""Directing Attention""; ""Applying Content""; ""Handling Questions""; ""Doa's and Dona'ts""; ""Chapter 7 - Rave Reviews: Making Sure You Still Have an Audience Left after Break""

""Appeal""

Sommario/riassunto

A do-it-yourself speaking coach, mentor, and image consultant rolled into one, this humorous book shows how to get your point across and win your audience.
