

# PRESENTATIONS

## Pocketbook

A pocketful of tips,  
tools and techniques  
for making  
presentations at  
meetings and  
conferences  
of all kinds

John Townsend



# **[Presentations Pocketbook](#)**

**John Townsend**



## **Presentations Pocketbook:**

**Presentations Pocketbook** John Townsend, 2015-09-16 This edition of The Presentations Pocketbook published October 2009 is packed full of tips and techniques for planning structuring and delivering a polished presentation A good starting point for the inexperienced and a quickly assimilated refresher course for the more experienced this title is consistently among the best sellers in the Pocketbook Series The content covers overcoming nerves handling audience questions and making the message memorable with visual hearing and feeling VHF support An intriguing and entertaining short story at the end of the book what the author terms a presentations parable reinforces the key learning points There is too a practical presentations checklist and lots of visual content to enhance the learning experience Author John Townsend is a polished speaker with a life time of experience in leading training courses and presenting at conferences and events worldwide

**The Communicator's Pocketbook** Sean Misteil, 2010 Being an effective communicator is hard work but it is the single most important part of a manager's role Many of us think we are good at it it's all those people who don't listen who are the problem The Communicator's Pocketbook covers the dynamics of communication how to be effective likely barriers styles of communication and technology at work The book concludes with a series of checklists that will enable you to take stock of your communications skills and shortcomings and to put these into context at both an organisational level and a group or team level

**Manager's Pocketbook** John Townsend, 2014-01-01 The Manager's Pocketbook is aimed at team leaders supervisors and people managers of all levels The 5th edition of this popular title in the Pocketbook Series will be published in March 2014 Using the acronym POLCA the pocketbook teaches the five essential management skills P for planning O for organising L for leading C for coaching correcting and A for achieving There is a separate chapter on each of these five skills preceded by an overview of the manager's role The Manager's Pocketbook is extensively illustrated and concisely presented reflecting the lively right brained approach that author John Townsend has developed throughout his long career in helping managers excel and deal with the many challenges they face

*Quick Tips For Managers* Mike Clayton, 2014-08-15 Get off to a flying start as a new manager with the help of this time saving ebook Each chapter can be read in five minutes or less ideal for reading in your coffee break or on the train yet the tips you'll pick up can benefit you throughout your whole career The short chapters are structured so that you can read them in any order dipping into your chosen topic as the need arises Topics include assertiveness career development decision making handling difficult conversations interviewing and being interviewed learning listening managing meetings negotiating NLP organising yourself persuading presenting rapport report writing self confidence stress management time management and transactional analysis Each comes with an exercise to help you put your newly gained know how into action straight away Now you don't need to search through numerous lengthy management books trying to unearth the gems that will actually be of use in your everyday work Mike Clayton has done that hard work for you distilling some of the most helpful business models and presenting you with the essence clear succinct

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