



John Townsend

Presentations Pocketbook

Mike Gershon

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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 Manager's Pocketbook John Townsend, 2014-01-01 The Manager's Pocketbook is aimed at team leaders team level 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 Meetings Pocketbook Patrick Forsyth, 2017-04-04 The Meetings Pocketbook reveals all the do s and don t s needed to make meetings successful Updated and now in its 3rd edition this popular pocketbook covers advance preparation chairing controlling discussions effective participation and use of minutes Essential reading for both organisers and participants Don t arrange or attend another meeting without reading it recommended one reader A straightforward reminder of the rules said another Exams, Tests, Revision Pocketbook Mike Gershon, 2016-03-16 Teaching exam classes carries a weight of responsibility for all teachers They know that offering their students the best possible education is not about the narrow diet of teaching to the test they also know that good test scores and excellent exam results are fundamental So how do teachers equip their pupils for exam success while at the same time ensuring high standards of teaching and learning The Exams Tests Revision Pocketbook looks at how to do just that Rooted firmly in experience and research this is a practical how to Pocketbook aimed at classroom teachers It provides strategies

activities and techniques for successfully teaching examination classes Whether those are related to using time efficiently cognitive psychology and motivation theory unpicking great exam technique or exploring the best use of past papers mark schemes and examiners reports they are always accessible and can be readily imported for immediate classroom application. The Pocketbook is highly illustrated Cartoons diagrams and visual prompts support the text and cement the ideas

Storytelling Pocketbook Roger E. Jones, 2012-01-01 People in business are conditioned to believe they must communicate in a rational objective and logical manner without emotion if their point is to be accepted The reality is however that stories engage both hearts and minds and are the most effective means to engage and persuade The Storytelling Pocketbook shows readers how to use stories to get their ideas across and make a deeper connection with their audience With practical exercises throughout the book shows you how to create your own story frameworks and explores the different settings in which you might use them eg to ignite organisational change to transfer knowledge to build brands to develop people Induction Pocketbook Ruth Sangale, 2015-09-16 First impressions count A well planned and thoughtful induction process will give new employees a sense of belonging and lead to greater motivation and productivity The Induction Pocketbook examines ways of introducing a successful programme at all levels It looks at the benefits of induction who to involve in delivering induction not just personnel staff and who should receive induction not just newcomers There are further chapters on what to include in the induction programme when and where it should take place and how to evaluate the induction Finally there is a series of checklists one for each stage of the process and a case study Pocketbook Peter English, 2014-01-01 Some books on the topic of confidence offer a quick fix approach which could be summarised as believe in yourself This Pocketbook is different it suggests that you need to arrive at a position of justified self belief In other words get good at something then believe in yourself It contains tips and techniques to help you grow in confidence grasp life s challenges and fulfil your ambitions Confidence matters because a lack of it can stop you going after what you really want in life The focus of this book is on acquiring real confidence that is substantial and justifiable Discover how to take on more challenging tasks through graded exposure managing your mindset and tapping into your sub personalities The author Peter English set up his own training company almost two decades ago and over the years has found that a lack of confidence is an issue for many course participants The advice and tips in this Pocketbook are based partly on working with those people hearing their stories and finding ways to help them as well as on research he has undertaken and his own experience of having once been a shy person The Confidence Pocketbook sets out a range of confidence building strategies and then pulls these together into an action plan There is advise too on how to boost your confidence at short notice when faced with specific challenges e g tackling a difficult conversation or making an important presentation Bodv Language Pocketbook Max A. Eggert, 2012-01-01 Body language is a powerful communicator The facial expressions we adopt the way in which we stand or sit and how we use our hands and arms are the syntax of the language They add clarity and

detail to the spoken words Knowledge of body language not only helps you to interpret what other people are saying and how they are thinking and feeling it also helps you become a more effective and decisive communicator The Body Language Pocketbook explains how you can apply non verbal communications techniques to build rapport motivate and persuade people and improve your interpersonal skills Illustrated throughout and with a fun quiz at the end to help re cap your learning **Ouick 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 summaries of the techniques that will serve you best Quick Tips For Managers will be helpful to experienced managers too as a concise refresher

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