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## Effective Presentation Skills: Participant's Guide

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By International Training Corporation

John Wiley and Sons Ltd. Paperback. Book Condition: new. BRAND NEW, Effective Presentation Skills: Participant's Guide, International Training Corporation, Create top-notch presenters! When presenting ideas and concepts to colleagues or selling to customers, even the best idea can be lost in a poor presentation. Effective Presentation Skills is a ready-to-use training package that focuses on learning through experience and one-to-one coaching. Everything you need to conduct the workshop is here: step-by-step administrator's guide, with sample flip charts, program exercises, and evaluation forms, overhead masters, video program with modular exercises, administrator's video instructional guide, comprehensive participant's guide. Give your employees the tools they need to effectively convey their important messages?with Effective Presentation Skills. Bonus! Purchasers receive one year of FREE service from International Training Corporation to ask questions and receive presentation critiques. Each of three modules completely covers a specific area Plan a presentation?identify the purpose of the presentation and analyze the audience Prepare a presentation?organize topics into specific categories, prepare for questions, practice the presentation Prepare and use visual aids TIMING: Can be conducted in 1 or 2 days and can be adjusted to fit participant needs AUDIENCE: All levels of employees.



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