

## DK Essential Managers: Presenting



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*(Prof. Alvis Wuckert)*

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DK Publishing (Dorling Kindersley), United States, 2015. Paperback. Book Condition: New. Reprint. 174 x 122 mm. Language: English . Brand New Book. DK Essential Managers: Presenting is the visual guide that gives you all the know-how you need to be a more effective manager. Now newly updated with an all-new graphic approach to explaining key techniques and skills, the best-selling DK Essential Managers: Presenting features: A practical, how-to approach teaches you the presenting skills you need to make a positive impact. Step-by-step instructions, tips, checklists, and Ask yourself features show you how to be expertly prepared, capture attention, and deliver your message. Tables, illustrations, in-focus panels, and real-life case studies demonstrate and explain how to inspire trust and confidence. DK Essential Managers: Presenting not only shows you how to relax and prepare yourself mentally but also provides practical techniques to use when making a presentation, from planning and preparation to choosing the best style of presenting to dealing with questions. About DK Essential Managers The DK Essential Managers series covers a range of business and management topics and have sold more than 1.9 million copies worldwide. Each guide is clearly presented for ease of reference, with visual pointers, tips, and graphics. The handy pocket format slips easily into a briefcase or portfolio.



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