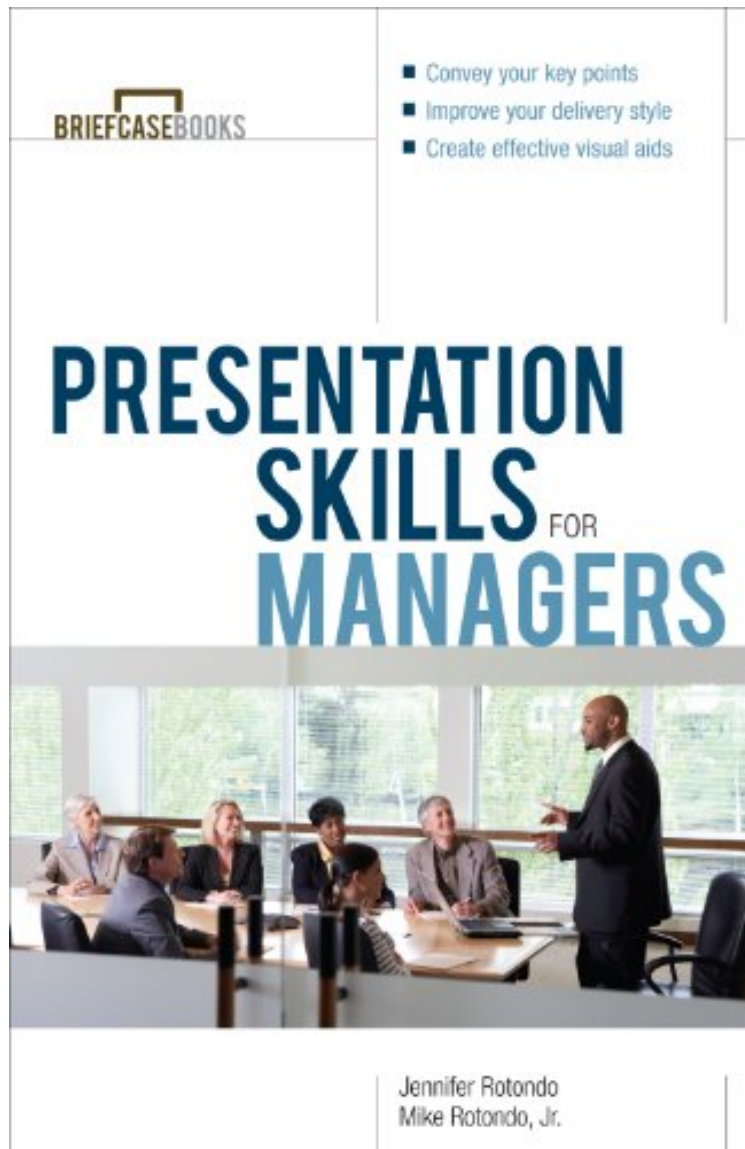


(Free) Presentation Skills For Managers (Briefcase Books Series)

## Presentation Skills For Managers (Briefcase Books Series)

*Jennifer Rotondo, Mike Rotondo*  
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**Jennifer Rotondo, Mike Rotondo : Presentation Skills For Managers (Briefcase Books Series)** before purchasing it in order to gauge whether or not it would be worth my time, and all praised Presentation Skills For Managers (Briefcase Books Series):

0 of 0 people found the following review helpful. Five StarsBy Misael Rehbaingood0 of 0 people found the following review helpful. Four StarsBy Scruplesjust as expected18 of 23 people found the following review helpful. Best of both worldsBy CustomerPresentation Skills for Managers by Jennifer and Mike Rotondo is the ideal book for busy presenters who need a thorough grounding in the art and science of presentation skills. The book is small but very

complete, covering everything from planning to execution. Checklists and reviews at the end of each chapter keep you focused and organized. I was very impressed with the wisdom of the two authors. This book doesn't gloss over its topic but rather provides very important information in a readable format. It starts by explaining how you should prepare from the outset and then explains the process of converting your research and outline into a PowerPoint presentation. While this book does not cover PowerPoint in detail, it does explain the necessary steps for using PowerPoint to create a presentation. This combination of theory and practice is unique and very useful because the actual process involves both the conceptualization of the presentation's structure and the execution in PowerPoint. (Microsoft PowerPoint owns about 90% of the market for presentation software.) Clear steps for designing a presentation in terms of layout, consistency, and color guide you through the creation process. Finally, *Presentation Skills for Manager* explains in detail how to deliver your great presentation, including a guide to dealing with questions, your own nervousness, technical disasters, and much more. After you read this book once, you'll refer to it again and again, whenever you need to create and deliver an important presentation. And hey, aren't all your presentations important? Ellen Finkelstein  
Author of *PowerPoint 2000 Professional Results*

This reader-friendly series is a must read for all levels of managers. All managers, whether brand-new to their positions or well established in the corporate hierarchy, can use a little brushing-up now and then. The skills-based Briefcase Books Series is filled with ideas and strategies to help managers become more capable, efficient, effective, and valuable to their corporations. The ability to give a great presentation can be a tremendous career booster, while the opposite can keep a manager on a dead-end path. *Presentation Skills for Managers* is a practical, advice-filled book on how to create and make compelling and persuasive presentations. Besides reviewing material on preparing and delivering effective presentations, it includes new special coverage of the development and use of Powerpoint slides, something not found in most books on presentations.

... an impressive amount of information ... especially helpful for those who ... need help jazzing up electronic slides or adding multimedia. -- *Presentations Magazine*, January 2002  
From the Back Cover  
Briefcase Books, written specifically for today's busy manager, feature eye-catching icons, checklists, and sidebars to guide managers step-by-step through everyday workplace situations. Look for these innovative design features to help you navigate through each page:  
Clear, concise definitions of presentation terms and jargon  
Tips for being smart when planning and delivering your presentation  
How-to hints of the pros for smooth, successful presentations  
Practical advice to avoid mistakes during the entire process  
Warning signs for where things could go wrong  
Actual examples of principles and practices described in the book  
Specific procedures and techniques for creating a great presentation  
Proven Techniques for Designing shy; shy; and Delivering shy; shy; a Powerful Presentation Every Time  
The ability to give a persuasive presentation is a tremendous career booster. *Presentation Skills for Managers* shows you how to create and deliver powerful presentations to any group, of any size, for any purpose. From the organization and preparation of convincing content through tips and tools for its skillful delivery, this newest Briefcase Book provides you with:  
Guidelines for selecting and using equipment tailored to your audience and subject  
Tested tips for involving your audience, and making their questions work for you  
An easy-to-follow primer for using Microsoft PowerPoint, today's most popular software package for making compelling slides and presentations  
Numerous building blocks go into the creation and delivery of a presentation, and all must blend seamlessly for the presentation to succeed. Let *Presentation Skills for Managers* show you how to skillfully combine the three essential elements of a successful presentation shy; shy; content, design, and delivery shy; shy; into a single, compelling package, one that will work to strengthen your powers of persuasion as it enhances your career.  
About the Author  
Jennifer and Mike Rotondo Jr. (Powder Springs, GA) founded Creative Minds, Inc., which specializes in electronic media design for business.