

Beyond Bullet Points Using Powerpoint To Tell A Compelling Story That Gets Results 4th Edition

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health professionals often take on managerial roles at short notice and with little or no preparation although they may be highly clinically qualified and accomplished the practicalities and relationships involved in management helping staff to feel motivated and valued building and leading teams managing meetings and presentations writing reports and managing change to name but a few present new challenges and pitfalls for which they are unprepared this book is for managers and prospective managers who want to approach their new responsibilities professionally from the very beginning based on the authors successful vital signs education programme it identifies the critical skills needed to hit the ground running as a manager it is an accessible easily comprehensible guide to gaining the self confidence and the respect of staff and to creating a steady platform for acquiring and mastering a wide range of skills in the future this book is dedicated to helping leaders and managers prepare for people responsibilities it also addresses three areas which usually make leaders and managers uncomfortable running meetings successfully making presentations and writing reports it gives accessible and practical examples and i have no hesitation in commending it to a wide readership from the foreword by john edmonstone

includes index

this book will show new readers how to create presentations creating slides adding slides editing slides rearranging slides printing slides etc the book will be appropriate to new users and users that are upgrading

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powerpoint is one of the bestselling presentation graphics programs for windows beginning with basic tasks such as creating and printing a presentation the book moves on to more advanced features such as special effects and the use of color it also shows how to create various types of charts through the use of examples and chart makers

the text provides instruction on how to give different types of presentations and how to improve upon other communication skills including listening topics include harnessing the fear of public speaking applying immediacy storytelling motivating others listening actively interviewing successfully lecturing and conducting workshops effectively speaking off the cuff selling yourself and your business and presenting for special occasions aristotles canons of rhetoric are also discussed as a foundation to organizing and delivering dynamic presentations the book is ideal as a text for an advanced public speaking course

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