



# **How to Present: The ultimate guide to presenting your ideas and influencing people using techniques that actually work**

*Michelle Bowden*

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*Do you get nervous when presenting at work?*

*Do you want to showcase your knowledge, influence people and accelerate your career?*

*Would you like to learn the secrets of successful speaking, communicating and presenting?*

*How to Present* reveals how you can be a confident, clear and influential presenter every time. Presentation skills expert Michelle Bowden shares her internationally proven 13-step system to exceptional presenting, starting with **analysis** (plan what you would like to achieve), then **design** (put your presentation together) and **delivery** (communicate your message for results).

Whether you're presenting or speaking to one person or thousands, this is the essential guide to becoming an outstanding presenter.

*How to Present* will help you:

- maximise your impact in meetings, conferences and conversations
- manage your nerves so you feel calm and confident
- engage your audience and master the art of persuasion
- deliver your message clearly and with authority
- command attention and achieve your goals!

*There is no other book on the market like this that will take you step-by-step through the process of successful presenting.*

—**Steve Weston**, Managing Director of Retail Lending, UK Retail and Business Banking division, Barclays

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