

Contents

About the Author xiii

PART I

Challenges Business Presenters Face

- 1. Nobody is Listening 1
- 2. Help is Here 11
- 3. Your Roadmap 17

PART II

The One Minute Presenter's Journey

- 4. You, the Presenter 25
- 5. Treasure your Audience 41
- 6. Produce your Message 55
- 7. Create your Connection 73
- 8. Deliver with Style 93
- 9. Manage all Interruptions 133
- 10. Master the Q&A 153
- 11. Finish on Time 169

PART III

Call to Action

- 12. So What Now? 183

Resources 187

Acknowledgments 199

Index 201

Share the Joy of Giving 211

Ready to Become a Better Presenter? 213