



Thinking about...

Improving Your Presentation Skills?

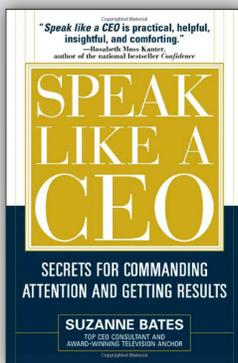
Whether you already deliver presentations with confidence or you break into a sweat at the thought of public speaking, **you can improve the quality of your presentations as well as your oratory skills**. Crafting an organized presentation is just as important as how you deliver it because successful execution of both these components will create an effective learning experience for your audience.

As you create your presentation, you should always consider how it will be delivered and to whom.

FAA Corporate and Learning Development has collected a selection of titles that will help you create a masterful presentation and become a proficient presenter.

In **Presentation Techniques (FAA01263)**, DOT leads a three-day program that utilizes video, class discussion, and exercises to make you comfortable with writing presentations, delivering presentations, and handling challenges you may face with an audience.

VISIT [BOOKS 24X7](#) TO FIND THESE TITLES



Speak Like a CEO: Secrets for Commanding Attention and Getting Results

Suzanne Bates

Print

Found in *Books 24x7*

- Suzanne Bates is an award-winning news anchor with more than 20 years of experience in broadcasting.
- Download this audio book and always have a source with you to transform yourself into a proficient public speaker.
- Learn tools and techniques necessary to captivate a crowd.



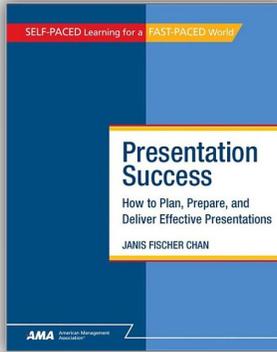
10 Steps to Successful Virtual Presentations

Wayne Turmel

Print

Found in *Books 24x7*

- Learn how to develop **stunning multimedia presentations** by incorporating new technology into your routine.
- Establish criteria for choosing technology that is appropriate for your presentation.
- Gauge the value of social media and social networks as new learning tools for your audience.



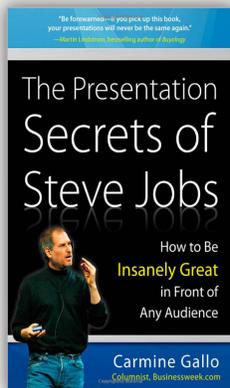
Presentation Success: How to Plan, Prepare, and Deliver Effective Presentations

Janis Fischer Chan

Print

Found in *Books 24x7*

- Learn how to effectively manage every step in the presentation process.
- Rethink how job aids and worksheets can be used to enhance your presentation.
- Use worksheets provided in this book to help organize the content of your presentations.



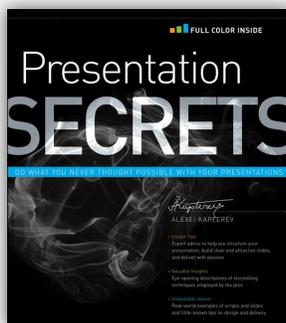
The Presentation Secrets of Steve Jobs: How to Be Insanely Great in Front of Any Audience

Carmine Gallo

Print

Found in *Books 24x7*

- Learn about the techniques employed by one of the most successful public speakers and business leaders.
- Discover how Steve Jobs kept his presentations organized and engaging time after time.
- Develop strategies to overcome your nerves and **have fun** as a presenter.



Presentation Secrets: Do What You Never Thought Possible with Your Presentations

Alexei Kapterev

Print

Found in *Books 24x7*

- Learn from real-world examples of effective presentation techniques employed by inspiring orators and leaders.
- Focus on components of a presentation where you need the most guidance by quickly finding the relevant section.
- Use practical tips to quickly develop **your presentation style**.

