

## RESOURCES

Looking for more? Here are some resources with a wealth of information on pumping up your presentations:

Toastmasters – a world-wide organization dedicated to helping its members improve their communications and leadership skills:

[www.toastmasters.org](http://www.toastmasters.org)

– both Sue Brown and Casey Quinlan are members of Toastmasters, and are active Toastmasters leaders: Sue is Central Division Governor of District 66, and Casey is Area Governor of District 66’s Area 6. District 66 covers most of the state of Virginia, helping clubs and their members make the most of the Toastmasters communication and leadership program.

“Fierce Conversations: Achieving Success at Work & in Life, One Conversation at a Time” by Susan Scott

– this is a terrific guide to communicating in all areas of life and work, particularly in difficult and emotionally charged situations.

“How to Say It At Work: Putting Yourself Across with Power Words, Phrases, Body Language, and Communication Secrets” by Jack Griffin

– offers self-tests to discover how effective you are at communicating, and then guides you through developing your skills in communicating with business associates, subordinates, prospects, vendors, and slow-paying customers.

“Maximize Your Presentation Skills: How to Speak, Look and Act on Your Way to the Top” by Ellen Kaye ([www.ellenkaye.com](http://www.ellenkaye.com))

– a comprehensive guide to speaking, business etiquette and leadership image.

“Speak Like a CEO” by Suzanne Bates

– a former news anchor shares tips on looking, and sounding, like a leader when speaking in any situation.

“Presentation Skills for Quivering Wrecks” by Bob Etherington

– this book will be released in February 2007. Bob Etherington is a professional speaker who works with organizations to develop their speaking “bench”, training their employees – particularly the sales force – in presentation skills. As the title suggests, this book aims to take you from panicked to polished, as painlessly as possible!