

References & Recommended Reading List

Brandt, R. (1986) *Flip Charts: How to Draw them, and How to Use Them*

Davis, M., Eshelman, E., and McKay, M. (1988) *The Relaxation & Stress Reduction Workbook*

Eitington, Julius E. (1996) *The Winning Trainer*

Hoff, R. (1996) *Say it in Six: How to say exactly what you mean in six minutes or less*

Kalish, K. (1997) *How to Give a Terrific Presentation*

Mager, R. (1962) *Preparing Instructional Objectives*

Monkhouse, B. (1991) *Just Say a Few Words: The Complete Speaker's Handbook*

Laborde, G. (1987) *Influencing with Integrity*

Silberman, M. (1995) *101 Ways to Make Training Active*

Snell, F. (1974) *How to Stand Up & Speak Well in Business*

Walters, L. (1995) *What to Say When You're Dying on the Platform*

Zemke, R. and Kramlinger, T. (1986) *Figuring Things Out: A Trainer's Guide to Needs and Task Analysis*

Hough, K. (2014) *Be the Best Bad Presenter Ever*