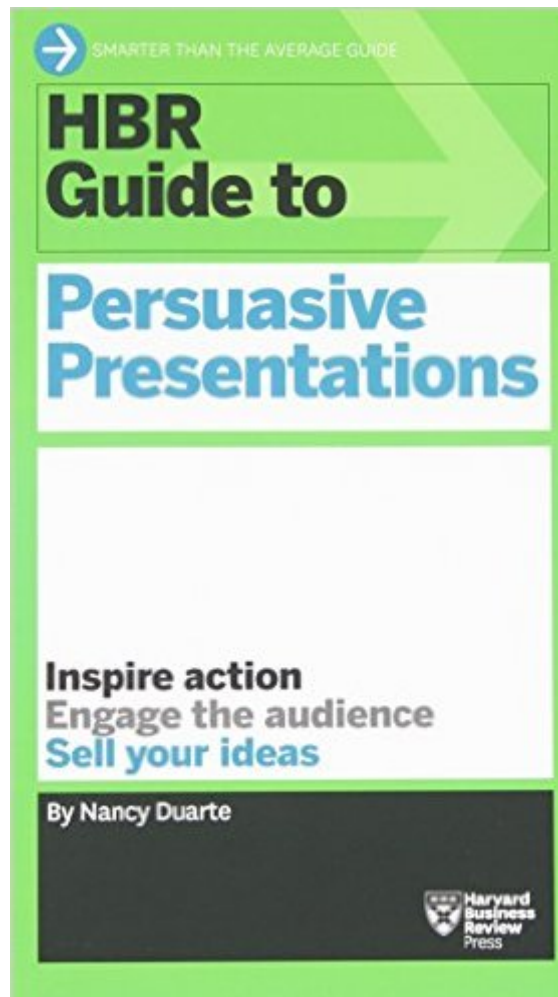


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# HBR Guide To Persuasive Presentations (HBR Guide Series) (Harvard Business Review Guides)



## Synopsis

TAKE THE PAIN OUT OF PRESENTATIONS. Terrified of speaking in front of a group? Or simply looking to polish your skills? No matter where you are on the spectrum, this guide will give you the confidence and the tools you need to get results. Written by presentation expert Nancy Duarte, the HBR Guide to Persuasive Presentations will help you:• Win over tough crowds• Organize a coherent narrative• Create powerful messages and visuals• Connect with and engage your audience• Show people why your ideas matter to them• Strike the right tone, in any situation

## Book Information

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## Customer Reviews

I'm a massive fanboy of Nancy Duarte. But I was not frothing at the mouth in anticipation of her new book after she revealed that much of it was contained material from her previous two books. Much of HBR Guide to Persuasive Presentations is an executive summary of Duarte's previous two books. As I went through, I often thought, "There's the presentation structure from Resonate.... ooh, and there are diagram types from Slide:ology." That said, even in sections that cover old ideas, there are new examples. The book is right up to date, using examples from earlier this year. The last two sections of the book - "Delivery" and "Impact" - are the ones of most interest, because they have the most new material. There's a good section on giving webinars and other remote presentations online. How can you give a presentation that people will listen to... when people are much more

likely to check email during that time? There's a discussion on working with an interpreter to deliver a presentation to people who don't speak your language. Online crowds might be interested in her sections on following-up presentations with social media tools. For example, she encourages speakers to create a hashtag for their presentations - but not "canned" tweets. She cites research that people want to determine what's important, so suggesting tweets to the audience makes it less likely people will use it. There's also good discussion about the pros and cons of monitoring the backchannel during a conference, for example. HBR Guide to Persuasive Presentations is a very different beast from Slide:ology and Resonate. The size of the book is something you can readily throw in a backpack or purse, rather than the oversized trade paperback of the predecessors. The production is spare.

This is one of the first volumes in a new series of anthologies of articles previously published in Harvard Business Review or, in this instance, a series of tutorials provided by Nancy Duarte in which she shares information, insights, and counsel about how to prepare and then deliver persuasive, high-impact presentations. As is also true of volumes in other such series, notably HBR Essentials, HBR Must Reads, and HBR Management Tips, HBR Guides offer great value in several ways. Here are two: Cutting-edge thinking from 25-30 sources in a single volume at a price (about \$12.50 from in the bound version) for a fraction of what article reprints would cost. The material was selected and to help those who read this book to improve their abilities to convince members of an audience why the given ideas matter to them, win over tough crowds, balance emotional and analytical appeal of the given "message," craft memorable phrases and examples, create powerful visuals when needed, strike the right tone, hold an audience's attention, and measure the impact of the presentation. Duarte organizes her material within seven sections. All of it is of outstanding quality and value. These are among the dozens of passages of special interest to me, each prefaced by "How to...":

- o Present Clearly and Concisely to Senior Executives (Pages 11-20)"Help them make big decisions on a tight schedule."
- o Anticipate and Prepare for Resistance (33-36)"Think through opposing perspectives."
- o Create a Solid Structure (65-66)"Storytelling principles provide a framework."
- o Determine the Right Length for Your Presentation (99-102)"Keep your audience engaged by budgeting your time."

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