Public Speakin g (Teach Yours elf)

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# **Teach Yourself Public Speaking Teach Yourself**

**Matt Avery** 

### **Teach Yourself Public Speaking Teach Yourself:**

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Mindfulness Made Easy: Teach Yourself Martha Langley, 2011-10-28 Mindful meditation has been around for thousands of years and now it is being used by top therapists as a highly effective way of overcoming anxiety depression and a number of other emotional difficulties If you are suffering from low mood feeling anxious or just want to learn an amazing technique for gaining control of your mind and feelings this book is a clear and approachable introduction to the power of Mindfulness The most straightforward quide available it gives step by step instructions on how to practice Mindfulness showing you a variety of different exercises before explaining exactly how to use Mindfulness to overcome almost anything from depression and anxiety to over eating and relationship difficulties Discover how to be Mindful in your daily life and find a new more peaceful path to walk every day Successful Consulting: Teach Yourself Anna Hipkiss, 2010-03-20 If you are a consultant in any field working for any size organisation from one man and his dog to massive or thinking of moving into this field then this is the book for you Coverage includes What makes a successful consultant Setting a clear vision Assessing resources How to write reports and give presentations Building up your customer facing skills Dealing with difficult clients Balancing your work with the rest of your life Containing lots of practical advice this book also features interviews with successful consultants who have a wealth of experience to share Written in an accessible style it will give you the confidence to shine in consultancy NOT GOT MUCH TIME One and five minute introductions to key principles to get you started AUTHOR INSIGHTS Lots of instant help with common problems and quick tips for success based on the author s many years of experience TEST YOURSELF Tests in the book and online to keep track of your progress EXTEND YOUR

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