



Visualisieren Präsentieren Moderieren: Der Klassiker (Whitebooks) (German Edition)

Josef W. Seifert

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Visualisieren, Präsentieren und Moderieren sind Arbeitstechniken, die im Berufsalltag eine immer größere Rolle spielen. Das galt 1989, beim ersten Erscheinen dieses Buches, und das gilt heute. Seit der Erstauflage hat Josef W. Seifert das Buch mehrfach überarbeitet und nun für die 30. Auflage auch die Grafiken und Abbildungen erneuert, so dass es sowohl inhaltlich als auch gestalterisch wieder up to date ist.

Der Leser erfährt, wie er Fakten gekonnt visualisiert, Präsentationen richtig vorbereitet und sicher durchführt, Besprechungen effektiver gestaltet, Teams und Gruppen ergebnisorientiert moderiert und Workshops erfolgreich gestaltet. In seiner Klarheit und Strukturiertheit ist dieses Buch wohl bis heute unübertroffen.

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