

Communicating Effectively

FOR

DUMMIES



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A Reference for the Rest of Us!

Communicating Effectively For Dummies

Marty Brounstein

Communicating Effectively For Dummies:

Communicating Effectively For Dummies Marty Brounstein,2011-03-16 A friendly guide that teaches you effective methods of communication to avoid common conflicts and make your voice heard in the office **Communicating Effectively For Dummies** shows you how to get your point across at work and interact productively with bosses and coworkers Applying your knowledge and skill to your job is the easy part working well with others is often the hard part This helpful guide lets you maximize your personal interactions even when resolving conflicts dealing with customers or giving difficult presentations Whether you're the CEO of a major corporation a small business owner or a team manager effective and clear communication is imperative to your success From keeping your listener engaged to learning to become a better listener **Communicating Effectively For Dummies** offers all the strategies tips and advice you need to Learn how to become an active listener Accentuate the positive in negative situations Find win win solutions for conflicts Stay on track when writing e mails and letters Handle presentations interviews and other challenges Speak forcefully and assertively without alienating others This friendly and comprehensive guide gives you the keys to a thriving career with expert advice on effective verbal and nonverbal communication From mastering your own facial expressions and reading them in others to being a happy boss this book covers all the angles Becoming aware of your own assumptions Dealing with passive aggressive communicators What to say to help someone open up to you Communicating through eye contact and body language Maintaining a positive attitude Dealing with sensitive issues Effective conflict resolution models When to use e mail the phone or a face to face meeting Dealing with angry customers Coaching your staff to communicate better In today's high stress work environment good communication skills are imperative for keeping your cool and getting your point across With your own copy of **Communicating Effectively For Dummies** you'll know what to say how to say it and that being a good listener can often be the difference between getting ahead and just getting by **Communicating Effectively for Dummies** ProQuest,2001

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