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Your Guide to Better Communicating: Discover the Secrets to Better Communicating

By Edward J Murphy

Createspace Independent Publishing Platform, United States, 2015. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****.This book is about Communicating, one of the 10 Core Competency of Effective Leadership, and what it takes to become a more effective Leader and Follower tomorrow than you are today, thus becoming absolutely essential to any employer. In this book you ll find all the tactics, techniques, and tools employers expect you to know, but are not taught anywhere but here. This book will help you enhance your ability to communicate, thus increasing your value added to any employer. Here you ll learn the basics of Communicating (includes the 7 components of a good communications system, the 9 ways to find out What s Really Going On, the power of persuasion, and the importance of your Body Language); how to reduce miscommunication (includes how to use an FAQ Site, how to talk with people, the 5 times not to use your devices, how to avoid leaving unclear or incomplete voice mail or email messages, and how to avoid using unclear words and phrases), how to Write to Convince (includes how to use Critical Reasoning...



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