

Just Say Something!: Use Small Talk to Succeed at Work, Empower Introverts, Handle Annoying Coworkers



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Reviews

This publication is amazing. It is actually loaded with knowledge and wisdom You will like the way the blogger write this publication.

(Keon Altenwerth)

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Createspace, United States, 2014. Paperback. Book Condition: New. 203 x 127 mm. Language: English . Brand New Book ***** Print on Demand *****.Tired of being just another cog in the machine at work? Too shy or lacking confidence to talk to the boss (or the new intern!)? It s time for a change. It s time for you to regain control of your future and career development. through Small Talk at work. Become skilled at the fine art of Just Say Something! and you ll be well on your way to succeeding at work, empowering your introverted tendencies, and handling annoying coworkers. This book is about overcoming the fear of using small talk as a useful communication tool for greater success in life, careers, and professional relationships. You deserve more, right? Here s how Just Say Something can help you: Increase your visibility and professional image Overcome shyness and regain confidence Avoid all-too-common networking mistakes Define your professional objectives and save time Avoid people who waste your time and life Build rapport with everyone you meet == Table of Contents ===== Ch. 1: The Dreaded Awkward Silence Ch. 2: Why Is Small Talk So Hard For Introverts? Ch. 3: Small Talk Tips and Scenarios An Infinite Topic Bank General Topics Personal Topics Avoid These Topics Forever The Right Environment Ch. 4: Rules For Successful Small Talk Transformational Listening Focused Timing and Frequency Conversational Rhythm Ultimate Personal Respect Masterful Record-Keeping Ch. 5: Assertive Small Talk Strategy Technicians Subject Matter Experts Middle Management Executive Management Vendors Customers and Clients Ch. 6: Defensive Small Talk Strategies Gossipers Chatty Chris s Micromanagers Know It Alls Ch. 7: Let The Small Talk Begin ===== Small talk may seem like space-filler, or a waste of time to many, but it isn t! You watch your grandmother...

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