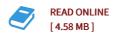




The Communication Problem Solver: Simple Tools and Techniques for Busy Managers

By Nannette Rundle Carroll

Amacom, United States, 2009. Paperback. Book Condition: New. 226 x 150 mm. Language: English . Brand New Book ****** Print on Demand ******. Managers need top-flight communication skills to keep their staffs productive and collaborative. But often, those who manage lack the ability to get things back on track once miscommunication occurs. This book helps readers analyze their communication skills and challenges and explains how they can use simple problem-solving techniques to resolve the people issues that derail productivity at work. Easily accessible and filled with real world management examples, the book shows readers how to: * Set clear expectations * Ask questions that will help them uncover the facts, meet business objectives, and preserve relationships * Sharpen listening skills to grasp information better in every conversation * Avoid imprecise judgments based on emotional reactions * Provide useful feedback * Encourage collaborative interactions * Delegate more effectively * Improve performance discussions by turning judgments into observable facts * Build trusting and lasting relationships This no-nonsense guide is packed with practical tools to help any manager be immediately effective, as well as a handy list of common communication problems and corresponding solutions.



Reviews

It becomes an amazing pdf which i actually have at any time read through. This can be for all those who statte there had not been a worthy of reading through. You wont sense monotony at anytime of your own time (that's what catalogues are for relating to should you check with me).

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Children s Rights (Dodo

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Dodo Press, United Kingdom, 2007. Paperback. Book Condition: New. 226 x 150 mm. Language: English . Brand New Book ***** Print on Demand *****. Kate Douglas Wiggin, nee Smith (1856-1923) was an American children s author and educator. She was born in Philadelphia,...



Three Simple Rules for Christian Living: Study

Book

Abingdon Press, United States, 2009. Paperback. Book Condition: New. 224 x 150 mm. Language: English. Brand New Book. Three Simple Rules for Christian Living by Jeanne Torrence Finley and Rueben P. Job This small-group study by Jeanne Torrence Finley is based...



DK Readers L1: Jobs People Do: A Day in the Life of a

Teacher

DK Publishing (Dorling Kindersley), United States, 2001. Paperback. Book Condition: New. American.. 224 x 150 mm. Language: English . Brand New Book. This Level 1 book is appropriate for children who are just beginning to read. Ms. Hill brings 28 fish to...



From Kristallnacht to Israel: A Holocaust Survivor s Journey

Dog Ear Publishing, United States, 2009. Paperback. Book Condition: New. 226 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****. In the 1930s, as evil begins to envelope Europe, Karl Rothstein is born in Austria. As his life...



Goodparents.com: What Every Good Parent Should Know About the Internet (Hardback)

Prometheus Books, United States, 2000. Hardback. Book Condition: New. 226 x 152 mm. Language: English. Brand New Book. The Internet may now be the most powerful, single source of information in the world, and with an estimated 200 million computers in...



Fox on the Job: Level

3

Penguin Putnam Inc, United States, 2004. Paperback. Book Condition: New. James Marshall (illustrator). Reissue. 224 x 150 mm. Language: English . Brand New Book. Using their cache of already published easy-to-read books, Puffin launched their Easy-to-Read program. Favorite stories by such beloved...