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Titolo	Simply said : communicating better at work and beyond // Jay Sullivan
Pubbl/distr/stampa	Hoboken, New Jersey : , : Wiley, , 2017 ©2017
ISBN	1-119-28530-5
Edizione	[1st edition]
Descrizione fisica	1 online resource (290 pages)
Classificazione	BUS007000
Disciplina	650.1/3
Soggetti	Business communication Social interaction Self-actualization (Psychology) Electronic books.
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Includes index.
Sommario/riassunto	"Master the art of communication to improve outcomes in any scenario Simply Said is the essential handbook for business communication. Do you ever feel as though your message hasn't gotten across? Do details get lost along the way? Have tense situations ever escalated unnecessarily? Do people buy into your ideas? It all comes down to communication. We all communicate, but few of us do it well. From tough presentations to everyday transactions, there is no scenario that cannot be improved with better communication skills. This book presents an all-encompassing guide to improving your communication, based on the Exec Comm philosophy: we are all better communicators when we focus more on others and less on ourselves. More than just a list of tips, this book connects skills with scenarios and purpose to help you hear and be heard. You'll learn the skills to deliver great presentations and stellar media appearances, handle difficult conversations, effectively manage, lead with authenticity and more, as you discover the secrets of true communication. Communication affects every interaction every day. Why not learn to do it well? This book provides comprehensive guidance toward getting your message across, and getting the results you want. Shift your focus from yourself

to other people Build a reputation as a good listener Develop your written and oral communications for the greatest impact Inspire and influence others Communicate more effectively in any business or social situation Did that email come across as harsh? Did you offend someone unintentionally? Great communication skills give you the power to influence someone's thinking and guide them to where you need them to be. Simply Said teaches you the critical skills that make you more effective in business and in life"--

"Most books on communication skills focus only on skills. This book will connect all of the content through Exec|Comm's overarching philosophy: We are all more effective communicators, and therefore more effective professionals, when we focus less on ourselves and more on other people. After an introduction of a basic Exec|Comm "philosophy" about how to communicate better, the book will be divided into three main sections: Self-Empowerment, Skills and Situations, and include chapters on Understanding Your Personal Communication Style (Self-Empowerment), Building Your Reputation as a Listener (Skills), and Delivering Formal Presentations and Speeches (Situations)"--
