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Titolo	Brilliant personal effectiveness // Douglas Miller
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Descrizione fisica	1 online resource (1 volume) : illustrations
Collana	Brilliant
Disciplina	658.45
Soggetti	Communication in management
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Bibliographic Level Mode of Issuance: Monograph
Nota di bibliografia	Includes bibliographical references and index.
Nota di contenuto	Cover -- Contents -- About the author -- Acknowledgements -- Introduction: What is personal effectiveness? -- Part 1: Improving your personal effectiveness -- Chapter 1: Learning and unlearning -- Chapter 2: Engagement and effectiveness -- Chapter 3: Managing yourself -- Chapter 4: Goal achievement -- Part 2: Improving your impact on others -- Introduction: Primacy and recency -- Chapter 5: Communication essentials -- Chapter 6: Assertiveness and influencing -- Chapter 7: Working in a team -- Part 3: How to make a virtual impact -- Chapter 8: Working in a virtual world -- And finally... the future -- Bibliography -- Index.
Sommario/riassunto	Identify your strengths so you can maximise your contribution and make a big impact at work. Using simple, practical steps and strategies, each of which has been developed, tested and proven to boost your personal performance.