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Edizione	[1st edition]
Descrizione fisica	1 online resource (35 p.)
Collana	An ideas into action guidebook
Disciplina	658.4/5
Soggetti	Communication in management Listening Electronic books.
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	"CCL no. 430"--T.p. verso. At head of title on cover: For the practicing manager.
Nota di bibliografia	Includes bibliographical references.
Nota di contenuto	Title page; Table of Contents; Listening and Leadership; The Active Listening Skill Set; Barriers to Active Listening; How to Improve Your Listening Skills; Leading with Active Listening; Suggested Readings; Background; Key Point Summary; Lead Contributor
Sommario/riassunto	Active listening is a person's willingness and ability to hear and understand. At its core, active listening is a state of mind that involves paying full and careful attention to the other person, avoiding premature judgment, reflecting understanding, clarifying information, summarizing, and sharing. By learning and committing to the skills and behaviors of active listening, leaders can become more effective listeners and, over time, improve their ability to lead.