

1. Record Nr.	UNINA9911019970203321
Autore	Hogan Kevin
Titolo	The secret language of business : how to read anyone in 3 seconds or less // Kevin Hogan
Pubbl/distr/stampa	Hoboken, N.J. : John Wiley & Sons, c2008
ISBN	9786611204082 9781281204080 1281204080 9781118257845 1118257847 9780470230732 0470230738
Edizione	[1st edition]
Descrizione fisica	1 online resource (257 p.)
Disciplina	153.6/9
Soggetti	Body language Nonverbal communication in the workplace
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di bibliografia	Includes bibliographical references and index.
Nota di contenuto	THE SECRET LANGUAGE OF BUSINESS; Contents; Acknowledgments; Introduction; About the Author; Chapter 1: The Secret Language of Business; Chapter 2: The Power of the Secret Language of Business; Chapter 3: Elements of Body Language; Chapter 4: Context and Environment; Chapter 5: Proxemics: The Secret Language of Business... Up Close; Chapter 6: What Does Your Body Language Say about You?; Chapter 7: Personal Interactions; Chapter 8: The Secret Language of Influence in Business; Chapter 9: Secret Language of the Sexes; Chapter 10: Back Home with the Kids Chapter 11: Using The Secret Language of Business Chapter 12: Body Language and Other Cultures; Chapter 13: Practical Applications; Bibliography; The Body Language Home Study Course; Need a Speaker for Your Company or Convention's Next Meeting?; Index
Sommario/riassunto	The Secret Language of Business reveals the secrets of body language and nonverbal communication. Successful professionals need more than just good communication skills, you also need the ability to

interpret the nonverbal signals that everyone displays. You'll learn how to master and manipulate your own body language, read the body language of others, and influence people through your new skills and perception. No matter what business you're in, this is a valuable guide to achieving more in life and business.