

Say It Right A Guide To Effective Oral Business Presentations

A Loxley

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Say it Right Garth A. Hanson, 2001 Say it Right Garth A. Hanson, Kaye T. Hanson, Ted D. Stoddard, 1995 The Bully-Proof Workplace: Essential Strategies, Tips, and Scripts for Dealing with the Office Sociopath Peter J. Dean, Molly D. Shepard, 2017-03-03 Smart strategies for managing workplace bullies out of your life and business More than one in four Americans deals with an on the job bully These office sociopaths don t just make individuals miserable Their poison spreads throughout the company damaging overall morale creativity productivity and profitability It doesn't have to be this way Leading consultants Peter Dean and Molly Shepard have helped vanquish workplace bullying and now share their proven methods with you In The Bully Proof Workplace they provide vital insight into the four major types of bullies The Belier Weapons of choice slander deception and gossip The Blocker Weapons of choice negativity and inflexibility The Braggart Weapons of choice narcissism and a sense of superiority The Brute Weapons of choice aggression and intimidation These bullies may operate differently but they all have one thing in common a desperate need for control based on deep seated fear and insecurity This invaluable survival guide equips individuals with strategies tips and scripts for managing interactions with bullies Managers learn how to identify bullying deal with it swiftly and introduce zero tolerance for such behavior And executives gain the information they need to create a corporate policy regarding bullying We spend about 60 percent of our waking moments at work Spending that much time under the thumb of a bully and dealing with the negative business effects of bad behavior is simply unacceptable Whether you re a victim of bullying or a business leader tasked with building a collaborative corporate culture The Bully Free Workplace provides the critical insight and practical tools you need to successfully combat this ubiquitous but rarely addressed business challenge and ensure that bullies behave or leave so you and everyone else can get on with your work Guide to Effective Military Writing William A. McIntosh, 2003 Concise easy to use guide to efficient communication What every military writer should know about the English language Newly revised edition includes writing for the Internet With the advent of the Internet servicemembers are writing more than ever But are they writing effectively and persuasively Many are not This revised updated edition provides the basics of correct and effective military communication with emphasis on substance organization of content and style along with editing techniques and military and civilian formats The Practice of Public Relations Fraser P. Seitel, 1998 With an emphasis on case studies ranging from the Exxon Valdez disaster to the Tickle Me Elmo doll presents an introduction to the field The text is divided into four parts covering philosophical underpinnings practical communications applications such as the integration of public relations marketing and advertising descriptions of primary constituents with chapters on employees consumers multicultural communities and the government and emerging trends including crisis management and the law Annotation copyrighted by Book News Inc Portland OR Uop Fraser Seitel, 1999-12 Performance Improvement Interventions Peter John Dean, David E. Ripley, 1998 This volume addresses the foundation of instructional design and training and the continuing

evolution of how the design and application of this intervention are successful in the workplace It brings into focus the development the major trends and the central concepts Topics addressed include mastery learning instructional systems development needs assessment task analysis programmed instruction accomplishment based training competencies and metacognition

The ASTD Training and Performance Yearbook, 1997 John A. Woods, James W. Cortada, 1997

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