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wants to be a better communicator.*

Make Your Point! is ideal for anyone who needs to persuade, inspire, motivate, or teach. It's an indispensable tool when it comes to making a presentation, handling an important afternoon conversation with a boss, or meeting at work.

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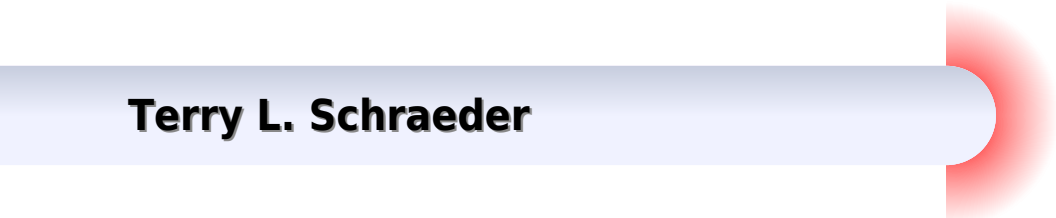
Make Your Point! is written by two strategic communication consultants with a combined 35 years of executive speech coaching experience. Their clients include: Microsoft, IBM, Hewlett-Packard, Microsoft, Atlanta Institute of Technology and Design.

If you don't like the book read *Make Your Point!* is probably wouldn't have uttered those famous words: "What we have here is a failure to communicate."



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Terry L. Schraeder



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dispute resolution module for the BPTC Its practical focus highlights the key processes and procedures for each topic

Make Virtual Meetings Matter Paul Axtell, 2020-06-08 Meetings should matter Even and especially when those meetings are taking place online No one wants to be called in for a meeting that could ve been an email No one wants to sit in a meeting where everyone s distracted by whatever else is happening on their screen everyone is lost in the weeds or people continue talking over each other If you re going to attend or lead a meeting don t you want it to well matter An update to the original *Make Meetings Matter* this work is tailor made to help consumers get the most from every meeting virtually Meetings are a chance to initiate a conversation with your teammates Not simply check a box on an agenda You can foster new relationships with your coworkers and learn from their new ideas and perspectives So why do so many people dread meetings Because they re doing them all wrong Change the way people think about meetings Transform their opinions by holding a meeting that is efficient and productive that is open and communicative that is useful and important Paul Axtell affirms the importance of meetings and he redesigns them using the vital foundation of conversation With real life examples and actionable advice he shows you how to design meetings for results lead them to achieve agendas that move projects forward and even allow time for building the relationships that make working together in a remarkable way possible Based on his award winning efficiency training title *Make Meetings Matter* and updated for the virtual meeting experience this book will revolutionize the meeting moving it from that dreaded obligation to a powerful way to get things done in business and in life

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Natural Bridges in Interpersonal Communication Randy Fujishin, 2024-02-29 With a particularly student friendly and engaging style this third edition gives readers the fundamental tools necessary to effectively communicate in interpersonal interactions Natural Bridges in Interpersonal Communication Third Edition is a concise and practical book that introduces students to the basic concepts and skills of interpersonal communication in both face to face and online interactions in personal and professional settings Each chapter features human interest stories and review exercises to help students better understand the concepts covered This edition continues its expanded coverage of foundational research and devotes additional space to discussions of cultural safety race and ethnicity issues of mental health and technology and social media This textbook is designed for communication studies business and career and trade courses in interpersonal communication and communication skills at the community college and four year university levels Online instructor materials that accompany the book include an instructor's manual sample exams and a sample class schedule They are available at www.routledge.com 9781032355054

Physician Communication Terry L. Schraeder, 2019 Communication skills determine how the world perceives us and how we perceive the world Communication is at the heart of who we are and all that we do As a clinician your communication impacts how you take care of patients work with colleagues teach trainees and engage audiences and the public Communication encompasses all aspects of human skills from listening and clearly articulating thoughts to an awareness of physical gestures specific word choice tone and volume Whether engaging with patients peers care teams family members residents researchers insurance agencies management or journalists successful communication requires focusing on the importance of the relationship and the mission of each interaction Today due to the rise of digital technologies including electronic medical records online forums and video conferences the content of information the platform and the audience are continuously changing and expanding for physicians There is a great need in the physician community to learn how to facilitate the exchange of information provide psychosocial support partake in shared decision making translate complex information and resolve controversies with sound science in a variety of settings Addressing physicians at every level of training and practice Physician Communication Connecting with Patients Peers and the Public will enable providers to examine analyse and improve their skills in the art and science of communication Divided

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