




Communicating Effectively (Briefcase Books Series)

Lani Arredondo

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<h1>COMMUNICATING EFFECTIVELY</h1>	
	
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Communicating Effectively shows busy managers how to combine proven techniques and strategies with the latest technologies for successful, results-directed interaction. Included are techniques for shaping positive perceptions, tips for giving instructions and corrective feedback, strategies for making your points in presentations and e-communications, and more.