



Successful Communication

By Ken Lawson

IMM Lifestyle Books. Paperback. Book Condition: new. BRAND NEW, Successful Communication, Ken Lawson, Building on the success of the first four books in the series, New Holland is publishing a further four new titles: "Successful Communication" allows the reader to learn such skills as effective listening, helps identify and tailor his or her message to the intended target audience and also shows the importance of speaking in a clear, logical and effective manner. "The Business Partners" series offers clear, practical advice for career-minded people who wish to increase their potential and effectiveness and want to reach the next step in their profession. Packed with prompts, checklists and concise help, these easily portable books are highly accessible and informative, offering on-the-spot advice to help you progress in your career. Colourful and well designed, they are indispensable desktop companions, offering guidance for every stage of a career - from attending your first interview to making decisions and mentoring others. Also in this series are "Success in Dealing with Difficult People", "Successful Negotiating", and "Successful Decision-Making". Earlier books in the series include: "Successful Interviews", "Successful Coaching and Mentoring", "Successful Time Management" and "Successful Project Management".



READ ONLINE
[7.41 MB]

Reviews

Absolutely essential read publication. it absolutely was writtern very completely and valuable. It is extremely difficult to leave it before concluding, once you begin to read the book.

-- Sarai Lebsack

Thorough guide for book enthusiasts. I am quite late in start reading this one, but better then never. Your lifestyle span will be transform when you total reading this article book.

-- Lindsey Larson

Relevant Books



Environments for Outdoor Play: A Practical Guide to Making Space for Children (New edition)

SAGE Publications Ltd. Paperback. Book Condition: new. BRAND NEW, Environments for Outdoor Play: A Practical Guide to Making Space for Children (New edition), Theresa Casey, 'Theresa's book is full of lots of inspiring, practical, 'how to go about it ideas' coupled with...



The Mystery on the Great Barrier Reef

Gallopade International. Paperback / softback. Book Condition: new. BRAND NEW, The Mystery on the Great Barrier Reef, Carole Marsh, It's a trip "Down Under" for Christina, 10, Grant, 7, and their mystery-writing grandmother Mimi! Lots of surprises and mysterious activities unfold as...



TJ new concept of the Preschool Quality Education Engineering the daily learning book of: new happy learning young children (3-5 years) Intermediate (3)(Chinese Edition)

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Paperback. Pub Date :2005-09-01 Publisher: Chinese children before making Reading: All books are the Youth Pre-employment Training software download generated pictures...



TJ new concept of the Preschool Quality Education Engineering the daily learning book of: new happy learning young children (2-4 years old) in small classes (3)(Chinese Edition)

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Paperback. Pub Date :2005-09-01 Publisher: Chinese children before making Reading: All books are the Youth Pre-employment Training software download generated pictures...



Four on the Shore

Penguin Books Australia, Australia, 1994. Paperback. Book Condition: New. James Marshall (illustrator). Reprint. 229 x 147 mm. Language: English . Brand New Book. Using their cache of already published easy-to-read books, Puffin launched their Easy-to-Read program. Favorite stories by such beloved authors...



Fox on the Job: Level 3

Penguin Putnam Inc, United States, 2004. Paperback. Book Condition: New. James Marshall (illustrator). Reissue. 224 x 150 mm. Language: English . Brand New Book. Using their cache of already published easy-to-read books, Puffin launched their Easy-to-Read program. Favorite stories by such beloved...