



The Manager`s Communication Toolbox

By Everett Chasen,Bob Putnam

Viva Books Private Limited, 2015. Softcover. Book Condition: New. Description: The Manager`s Communication Toolbox focuses on management development by improving communication for new managers as well as more experienced professionals. Like a star baseball player, every good manager should aim to be a five-tool expert. Reading, writing, speaking, listening, and thinking are basic skills for any employee, but the manager who stands out is the manager who commands these skills. To improve your standing with your employees and superiors, it`s essential to understand each of these areas of communication. In The Manager`s Communication Toolbox, the authors offer tips, checklists, and examples, along with other expert testimony for best practices. Over the years, the practice of these skills has changed as a result of technology. Everyone emails these days, but in this book, the authors dig deeper into what to say, when to say it, and how to say it in a business setting. Rethink your thinking skills-find more time in your day by being more aware of your tendencies. And for everyone who worries about giving speeches and making presentations, find out how to improve, and the steps you can take to show off your managerial communication skills. Contents: Introduction...



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