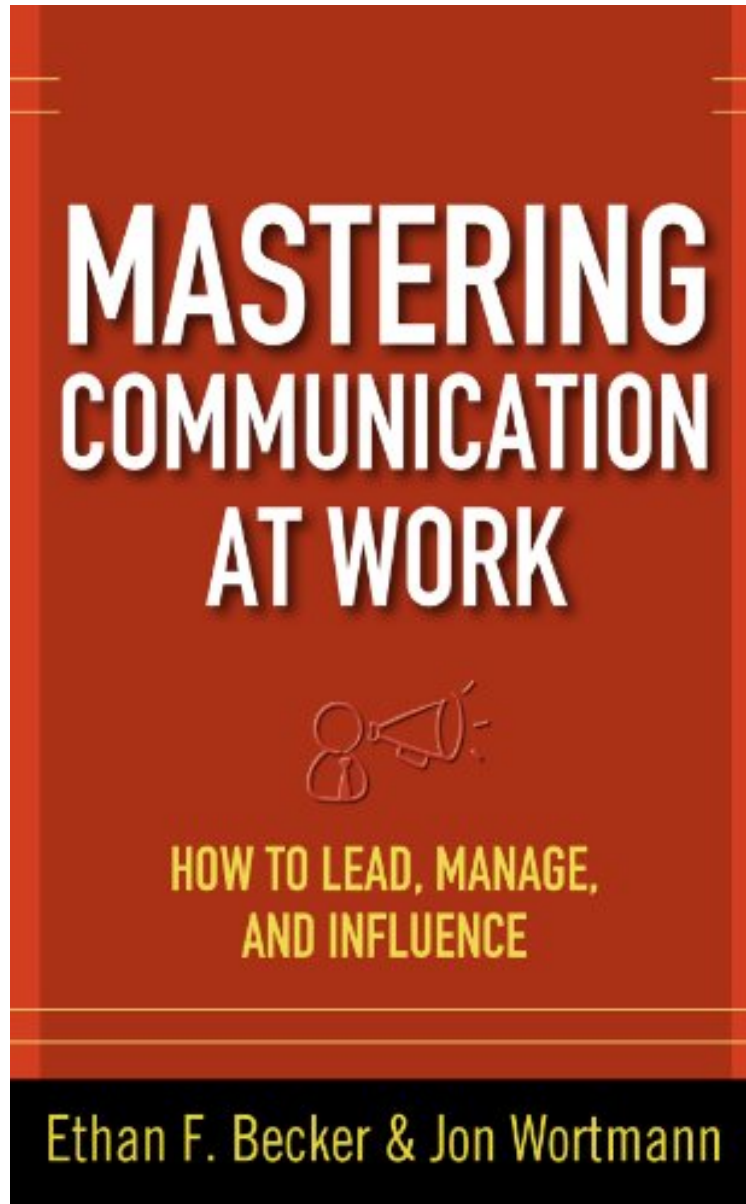


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Mastering Communication at Work: How to Lead, Manage, and Influence

Jon Wortmann, Ethan F. Becker

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Jon Wortmann, Ethan F. Becker : Mastering Communication at Work: How to Lead, Manage, and Influence before purchasing it in order to gage whether or not it would be worth my time, and all praised Mastering Communication at Work: How to Lead, Manage, and Influence:

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eyes not only on what I could or could not do to make the communication better at the work place, but it helped me better understand how I communicate amongst my employees. 1 of 1 people found the following review helpful. Great read! Very effective! By Christopher Pride I bought several communication books to improve my written/oral skills. This is the one I chose to lend to my coworker who was looking to improve his skills. It's very comprehensive and great for anyone. 0 of 0 people found the following review helpful. Five Stars By Customer Great condition.

Mastering Communication at Work is based on 45 years of research and working with over half-a-million clients around the world. From leaders of countries to leaders of companies to people just starting out in their career, Becker and Wortmann teach techniques that start with the essential wisdom of Aristotle and include the best practices in today's global organizations. A #1 bestseller in 13 categories on Amazon, the book includes interviews with leaders who reveal the inside story of the communication secrets at: The White House; Doris Kearns Goodwin, presidential historian and Pulitzer Prize winning author; Laszlo Bock, Vice President, People Operations EMI Publishing; Big Jon Platt, President IBM; Jeanette Horan, Vice President of Enterprise Business Transformation Harvard Business School; Tony Mayo, Director of the Leadership Initiative The New York Giants; Peter John-Baptiste, Director of Public Relations Mastering Communication at Work provides clear, actionable advice you can put to use right away and simple drills to practice during your next meeting, one-on-one conversation--or even sitting at your desk. Use Mastering Communication at Work as your coach and you'll see immediate results in yourself, your people, and your organization.

From the Back Cover Learn the secrets of today's greatest communicators! Communication is a make-or-break skill for leaders and managers in every industry and workplace. Mastering Communication at Work delivers the skills you need to build your confidence, motivate your people, and, ultimately, enact measurable change throughout your organization. Even people who seem to have a natural gift for leadership must practice the nuances of how they communicate every day. With the help of this book, anyone can learn the craft of powerful communication, and top performers can continuously hone their technique. Providing expert insight into the subtleties of communication that affect the behavior of others, Mastering Communication at Work is designed to help you practice and test your new skills so you can quantify your progress. In no time, you will learn how to: Empower teams Reduce stress Garner trust Deliver memorable presentations Satisfy clients Whatever your level of leadership or management, Becker and Wortmann teach essential communication skills from creating a connection the moment you meet someone to effectively dealing with crisis situations requiring immediate action. If you want your voice heard in every meeting, if you want others to share your vision, if you want your team to deliver results you must become a master communicator. This book will put you on that path. About the Author Ethan F. Becker is president and second generation speech coach with The Speech Improvement Company, Inc. Jon Wortmann is a communication and leadership trainer, speaker, PGA Tour golf coach, and the author of five books.