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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".



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