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Build rapport, solve problems, and increase productivity with the PERFECT words for any interaction with employees 3 books in 1 eBook! Good management begins and ends with good communication. Whether you oversee a company, department, team, or just a single employee, Perfect Phrases for Managing People provides the language you need to express your ideas, thoughts, and needs with absolute clarity-so things get done the right way, the first time around. This 3-eBook set includes: Perfect Phrases for Managers and Supervisors, Second Edition Perfect Phrases for Managers and Supervisors has been completely revised to help you communicate in today's workplace, where collaboration, cooperation, and personalization are critical to building an efficient, productive work environment. Learn the most effective language for: Setting a tone of mutual trust and respect Dealing with difficult employees and delicate problems Conducting interviews and performance reviews Disciplining workers or terminating employment Perfect Phrases for Leadership Development Perfect Phrases for Leadership Development has hundreds of ready-to-use phrases for empowering others to take on leadership responsibilities, regardless of their specific position in the company. You'll find all the right words and phrases you need for: Boosting employees' sense of autonomy Redirecting efforts without stifling creativity Encouraging decisiveness and resourcefulness Igniting energy and enthusiasm Perfect Phrases for Building Strong Teams This quick-reference guide addresses all the issues you could possibly encounter working with a team-offering hundreds of ready-to-use phrases for every situation. From managing interpersonal conflicts to motivating an entire company, you'll find the exact words you need to: Get people to work with, not against each other Use positive feedback to promote and reward teamwork Inspire communication at every level of the team Build a winning team mindset that can't lose Author: Runion Publisher: McGraw-Hill Illustration: N Language: ENG Title: Perfect Phrases for Managing People (EBOOK) Pages: 00560 (Encrypted EPUB) / 00560 (Encrypted PDF) On Sale: 2011-11-22 SKU-13/ISBN: 9780071796279 Category: Business & Economics : Business Writing

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