



Communicating Effectively

By Lani Arredondo

McGraw-Hill Education - Europe. Paperback. Book Condition: new. BRAND NEW, Communicating Effectively, Lani Arredondo, "Communicating Effectively" shows busy managers how to combine proven techniques and strategies with the latest technologies for successful, results-directed interaction. Included are techniques for shaping positive perceptions, tips for giving instructions and corrective feedback, strategies for making your points in presentations and e-communications, and more.



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