

Communication Skills For Dummies



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Packed with advice on active listening, building rapport with people, verbal and non-verbal communication, communicating using modern technology, and lots more, Communication Skills For Dummies is a comprehensive communication resource no professional should be without! Get ahead in the workplace

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Communication Skills For Dummies. Here's what to watch for: ✓ Engagement: Body position open and leaning forward with palms showing. ✓ Eagerness: Legs open, feet under the chair with the weight on the toes, body leaning forward. ✓ Readiness: Puts down pen, gathers papers together, places hands flat on the table.

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The key to perfecting your communication strategy Great communication skills can make all the difference in your personal and professional life, and expert author Elizabeth Kuhnke shares with you her top tips for successful communication in any situation. Packed with advice on active listening ...

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Communication Skills For Dummies by Elizabeth Kuhnke. The key to perfecting your communication strategy. Great communication skills can make all the difference in your personal and professional life, and expert author Elizabeth Kuhnke shares with you her top tips for successful communication in any situation.

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Author Bio. Elizabeth Kuhnke is a Positive Impact Coach and the Managing Director and founder of Kuhnke Communication, a company that tailors communication coaching programmes and workshops to individuals and teams across the UK, Europe and the Far East. Elizabeth is the author of Body Language For Dummies and Persuasion & Influence For Dummies.

Communication Skills For Dummies: Elizabeth Kuhnke ...

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Communication Skills For Dummies, UK Edition | General ...

Communicating Effectively For Dummies Cheat Sheet. Effective communications involves listening as well as speaking. When you do speak to a group, how you deliver your message plays a part in how it's received. In the workplace, effective communication techniques can help foster positive relationships — just be sure you avoid some communication pitfalls so that you don't undermine your good work.

Communicating Effectively For Dummies Cheat Sheet

Communication Skills For Dummies. Great communication skills can make all the difference in your personal and professional life, and expert author Elizabeth Kuhnke shares with you her top tips for successful communication in any situation. Packed with advice on active listening, building rapport with people, verbal and non-verbal communication,...

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