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Discover how unlocking the hidden secrets to successful communication can create powerful, changes across all areas of your life. As we travel on our journey through life, many of us pick up poor communication habits, but could these habits be holding you back from enjoying all the health, happiness, love and freedom you truly deserve? In 21 Days of Effective

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Communication, you'll learn not only why the way you communicate makes all the difference to your success, but also just how easy it is to eliminate bad communication habits, overcome your limitations and build better relationships. The best part? You can achieve all this - and more - within just three short weeks. Enjoy immediate improvements to the way you communicate, right from day 1

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Accelerate your success and start achieving your biggest goals today with just a few, simple techniques Improving your communications skills is about much more than getting on better with those around you. By taking the easy-to-follow, actionable steps outlined in this book, you'll discover how effective communication can make an enormous difference in all areas of your life. Over the course of just 21 days, you'll learn: □ How changing one small word can make a huge difference in the way you approach challenges, overcome obstacles, and achieve your biggest goals. □ How the awesome power of gratitude can work miracles on your mood, your mindset, and your well-being. □ How to successfully persuade, engage, and ask the questions that get you the results you truly want, every single time. □ And MUCH more! Unlock the hidden secrets to better communication and start transforming your life for the better

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Make workplace conflict resolution a game that EVERYBODY wins! Recent studies show that typical managers devote more than a quarter of their time to resolving coworker disputes.

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The Big Book of Conflict-Resolution Games offers a wealth of activities and exercises for groups of any size that let you manage your business (instead of managing personalities). Part of the acclaimed, bestselling Big Books series, this guide offers step-by-step directions and customizable tools that empower you to heal rifts arising from ineffective communication, cultural/personality clashes, and other specific problem areas—before they affect your organization's bottom line. Let The Big Book of Conflict-Resolution Games help you to: Build trust Foster morale Improve processes Overcome diversity issues And more Dozens of physical and verbal activities help create a safe environment for teams to explore several common forms of conflict—and their resolution. Inexpensive, easy-to-implement, and proved effective at Fortune 500 corporations and mom-and-pop businesses alike, the exercises in The Big Book of Conflict-Resolution Games delivers everything you need to make your workplace more efficient, effective, and engaged.

Excellent business communication skills are especially important for information management professionals, particularly records managers, who have to communicate a complex idea: how an effective program can help the organization be better prepared for litigation, and do it in a way that is persuasive in order to win records program support and budget. Six Key Communication Skills for Records and Information Managers explores those skills that enable records and information to have a better chance of advancing their programs and their careers. Following an introduction from the author, this book will focus on six key communication skills: be brief, be clear, be receptive, be strategic, be credible and be persuasive. Honing these skills will enable readers to more effectively obtain support for strategic programs, communicate more effectively with senior

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management, IT personnel and staff, and master key forms of business communication including written, verbal and formal presentations. The final chapter will highlight one of the most practical applications of applying the skills for records and information managers: the business case. Based on real events, the business cases spotlighted involve executives who persuaded organizations to adopt new programs. These case histories bring to life many of the six keys to effective communication. addresses communication skills specifically for records and information managers while clarifying how these skills can also benefit professionals in any discipline includes case history examples of how communications skills made a difference in business and/or personal success focuses on written, verbal and presentation skills, where many books emphasize only one of these areas

The Routledge Handbook of Sport Communication is the only book to offer a fully comprehensive and in-depth survey of the contemporary discipline of sport communication. It explores communication within, through, and for sport in all its theoretical, conceptual, cultural, behavioral, practical and managerial aspects, tracing the contours of this expansive, transdisciplinary and international discipline and demonstrating that there are few aspects of contemporary sport that don't rely on effective communications. Including contributions from leading sport media and communications scholars and professionals from around the world, the book examines emerging (new and social) media, traditional (print, broadcast and screen) media, sociological themes in communication in sport, and management issues, at every level, from the interpersonal to communication within and between sport organisations and global institutions. Taking stock of current research, new ideas and key issues, this book is an essential reference for any advanced student,

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researcher or practitioner with an interest in sport communication, sport business, sport management, sport marketing, communication theory, journalism, or media studies.

We exist in a visual culture. The importance of reading and interpreting signs has become a rapidly increasing concern in recent years. This book offers an intricate theoretical perspective regarding the study of visual communication and expands the academic arena for debate concerning the visual.

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