



Perfect Phrases for Managers and Supervisors (2nd Revised edition)

By Meryl Runion

McGraw-Hill Education - Europe. Paperback. Book Condition: new. BRAND NEW, Perfect Phrases for Managers and Supervisors (2nd Revised edition), Meryl Runion, The Right Phrase for Every Situation .Every Time Communication is the single most important skill for excelling as a manager. What you say and how you say it sets the tone for your department and your entire organization. Perfect Phrases for Managers and Supervisors, second edition, 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 Empowering your people Disciplining workers or terminating employment.

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