

KOGAN PAGE
BETTER MANAGEMENT SKILLS

HOW TO COMMUNICATE EFFECTIVELY

**IMPROVE YOUR PERSONAL
EFFECTIVENESS BY DEVELOPING
NINE KEY BEHAVIOURAL
SKILLS**

BERT DECKER

How To Communicate Effectively By Bert Decker

Ying-Ying Zheng



How To Communicate Effectively By Bert Decker:

You've Got to Be Believed to Be Heard Bert Decker,1992 Any professional manager needs to communicate well The principles and insights of Decker Communications are outstanding I use them every day Back cover *You've Got to Be Believed to Be Heard* Bert Decker,2008-09-16 Are you uncomfortable even afraid about the prospect of speaking before a group of people Do you have trouble getting your message across When you speak do others listen or can you feel their attention wandering Effective communication is essential in business and in everyday life The most powerful communicators reach not just our minds but our hearts They win our trust You can learn to impress and persuade other people by following Bert Decker s program in *You ve Got to Be Believed to Be Heard* In this revised and updated edition of his bestselling book he distills his expertise into a fresh new approach to speaking with examples and how to exercises that anyone can follow Decker rounds out the behavioral focus of the first edition to include his powerful tool to organize content Now you can learn to create focused listener based messages in half the time Spend a few evenings with this complete book of speaking and you will discover how to win the emotional trust of others the true basis of communicating in any situation You ll learn How to conquer stage fright How to inject dynamic energy into your voice Why eye contact helps win trust When and how to use humor to make a point A proven technique to eliminate Umm and Ahh from your speech A process to quickly organize your thoughts into a focused message How to move your communications from information to influence How to make an impact and be yourself to an audience of one or one hundred Eight steps to transforming your communications experience How to Communicate Effectively Bert Decker,1989-01-01 **Influencing Others at Work** Institute of Leadership & Management,2012-08-21 Super series are a set of workbooks to accompany the flexible learning programme specifically designed and developed by the Institute of Leadership Management ILM to support their Level 3 Certificate in First Line Management The learning content is also closely aligned to the Level 3 S NVQ in Management The series consists of 35 workbooks Each book will map on to a course unit 35 books units Managing Relationships at Work Institute of Leadership & Management,2007-06-01 With forty well structured and easy to follow topics to choose from each workbook has a wide range of case studies questions and activities to meet both an individual or organization s training needs Whether studying for an ILM qualification or looking to enhance the skills of your employees Super Series provides essential solutions frameworks and techniques to support management and leadership development **Trainers Guide** International Labour Office,1999 Trainers guide intended for use by those who have little or no experience as trainers Developed to accompany a series of 5 manuals aimed at improving the knowledge and skills of social security planners and managers Journal of Business and Management ,2005 *People Management* ,1999 How to Soar Like an Eagle in a World Full of Turkeys Robert Owen Stevenson,1997-02 **The New York Times Book Review** ,1992-04 Presents extended reviews of noteworthy books short reviews essays and articles on topics and trends in publishing literature culture and the arts Includes

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