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Communiation Skills Profile

By Elena Tosca

John Wiley & Sons Inc. Paperback. Book Condition: new. BRAND NEW, Communiation Skills Profile, Elena Tosca, Improve communication skills and watch productivity soar! In today's fast-paced, sound byte world, effective communication is still the foundation of organization success. Clear communication helps to develop interpersonal understanding and enhances a person's ability to understand and solve complicated problems. Work teams, in particular, rely on their members to communicate effectively. Despite this obvious need, communication inside and outside of organizations is frequently ineffective. Two difficulties are often the culprits: sharing information and finding common ground. The Communication Skills Profile was designed to help people who want to gain a thorough knowledge of the processes of communication and to improve their effectiveness as communicators. It focuses on two main areas essential for effective communication: *Expressing one's opinions effectively*Listening to and understanding others After completing the 48-item self assessment and scoring the responses, participants are instructed to draw up an individual profile based on the author's six-axis model. Each axis in the model corresponds to one of the six essential aspects of effective communication. Participants will learn how to: *Slow down their thought process*Make themselves understood*Test their conclusions*Listen constructively*Get to the bottom of things without interrogating*Explore disagreement...



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