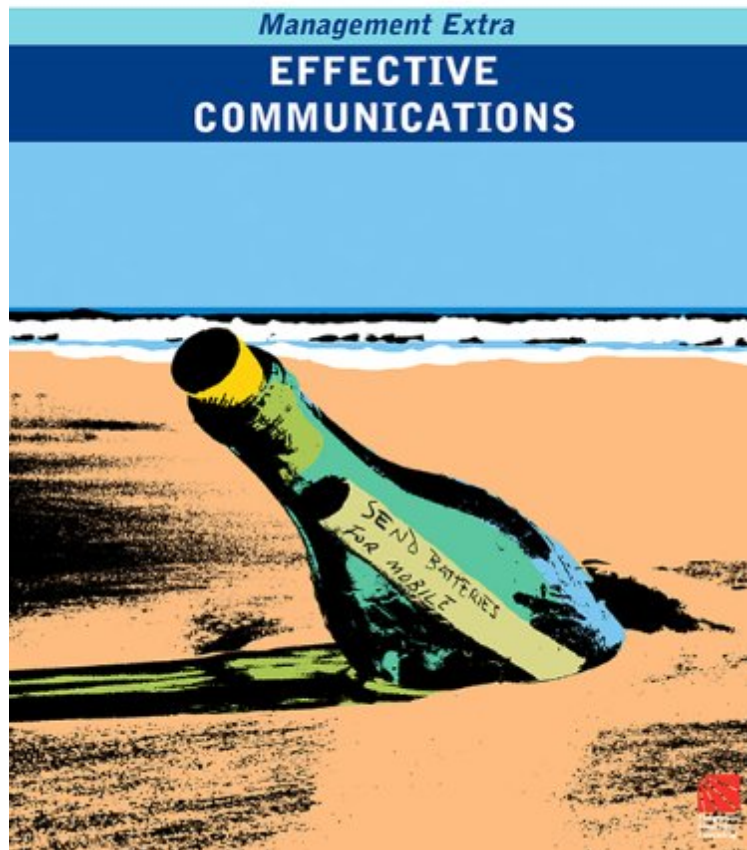


(Read and download) Effective Communications (Management Extra)

## Effective Communications (Management Extra)

*Elearn*

*ebooks | Download PDF | \*ePub | DOC | audiobook*



DOWNLOAD



READ ONLINE

#4489116 in eBooks 2013-06-17 2013-06-17 File Name: B007ZZ11LU | File size: 37.Mb

**Elearn : Effective Communications (Management Extra)** before purchasing it in order to gage whether or not it would be worth my time, and all praised Effective Communications (Management Extra):

What makes communication exciting in our age is the application of new media and the individual empowerment that comes with blogs, wikkis, and mobile technology, in other words our sense of connectedness. These donrsquo;t come without their difficulties, but they present very interesting opportunities. This book looks at connectedness, models of communication and the barriers to communication. No amount of technology can compensate for a poorly structured message; indeed, the technology itself can eventually become a barrier. As instant communications are now the norm, do we need to spend more time focusing on the message and our audience? It looks in detail at meetings, written communications, presentations and interviews. Introducing elements of communication theory and including activities

to practice skills. Franklin D. Roosevelt said about public speaking 'Be sincere; be brief; be seated'. This book is underpinned by the three themes captured in Roosevelt's words. \* being yourself \* focusing on what's important for your audience \* knowing when to stop \*

From the Back Cover Effective Communications Management Extra Management <http://books.elsevier.com> Stuck for ideas, inspiration or just want to work differently? Management Extra brings all the best management thinking together in one package. The books are practical and well structured to provide an in depth treatment of these management topics. You found it - what a find! A practical resource packed with all the relevant theory and suggested activities to support your professional development. An essential resource to have at your fingertips, jump in and enjoy. Russell Jeans Learning and Development Manager, ntl All the essential concepts are here, presented in an easily digestible format with lots of up to date case studies and references - but, most importantly, with plenty of thought provoking activities and self-diagnostic exercises to make the learning personal and transferable. Peter Manning Head of Training Development, News International Newspapers Ltd For Management Extra enquiries please contact the publisher: Pergamon Flexible Learning 01772 715273 or visit <http://books.elsevier.com/pergamonfl> For details on using the series as part of a management programme or for information about the Facilitation Guide contact the publisher or visit the dedicated series website: [www.managementextra.com](http://www.managementextra.com) This series fuses key theories and concepts with applied activities to help managers examine how they work in practice. The books are created with individuals in mind. They are designed to help you improve your management skills. Management Extra can also be used in conjunction with management programmes of study aligned to standards. Each of the books has case studies, self assessments and activities all underpinned by knowledge and understanding of the frameworks and techniques required to improve performance. Management Extra provides managers and trainers with a handbook for action and development. Titles in the Series: *Business Environment*; *Change Management*; *Development for High Performance*; *Effective Communications*; *Financial Management*; *Information and Knowledge Management*; *Leading Teams*; *Making Sense of Information and Data*; *Management and Leadership in Organisations*; *Managing Markets and Customers*; *Managing for Results*; *Managing Health, Safety and Working Environment*; *Managing Legal and Ethical Principles*; *Managing Yourself*; *Positive Working Relationships*; *Project Management*; *Quality and Operations Management*; *Reaching your Goals through Innovation*; *Recruitment and Selection*; *Reputation Management*