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Communicating effectively: write, speak, and present with authority

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Abstrak

The Best Practices series addresses the growing appetite for a business reference series. Addressing issue that matter most to middle managers, the series focuses on dealing with people and communicating. Drawing on the sales history of other management series, the Best Practices line will give managers what they want most: insight into what successful managers already know and presented in easyandndash:toandndash:access lists. The books cover the basics of management: strategies for hiring the best people: proven ways to deal with difficult bosses, workers and customers: how to evaluate and reward employees: ways to motivate the people who work for you: time management: effective communication in person and on paper: as well as, how to set and achieve goals.