

<<60分钟培训领导60 Minute Tr>>

图书基本信息

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作者：Silberman, Melvin L.; Hansburg, Freda

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内容概要

Assertive people are able to clearly make their point, speak their mind, and express their needs while maintaining others' self-esteem. How to Speak Up Without Putting Others Down, Participant's Workbook from the popular 60- Minute Active Training Series offers you a ready-made design for an effective, yet brief program that will teach you how to express yourself clearly, directly, and tactfully. Specifically, you will learn how to Express yourself in a straightforward way; without offending others Stand your ground, tactfully even in the face of resistance Persist with people who fail to follow through on their communications and promises

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书籍目录

HOW TO BRING OUT PUTTING OTHERS DOWN About This Brief Training Session Self-Assessment
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EFFECTIVELYHOW YO CONTRIBUTE TO YOUR TEAM'S SUCCESS

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