

Communication Essentials Dummies Kuhnke Elizabeth

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Elizabeth Kuhnke is a Positive Impact Coach and the Managing Director and founder of Kuhnke Communication, a company that tailors communication coaching programmes and workshops to individuals and teams across the UK, Europe and the Far East. Elizabeth is the author of Body Language For Dummies and Persuasion & Influence For Dummies.

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Get ahead in your personal and professional life with crowd-pleasing communication skills Packed with advice on improving verbal and non-verbal communication skills alike, Communication Essentials For Dummies is a comprehensive, approachable guide to communication no one should be without. Utilising a core range of simple skills, this friendly guide shows you how easy it is to communicate effectively. You'll find out how to listen actively, establish rapport, communicate with credibility, manage communication in difficult situations and converse with ease using modern technology — and lots more. Great communication skills can make all the difference in your personal and professional life, but for those who tend to get a bit tongue-tied under pressure or just have a hard time asserting themselves, voicing thoughts coherently and confidently can be a sweat-inducing experience. Here, expert author Elizabeth Kuhnke takes the intimidation out of communication by sharing her top tips for successful communication in any situation. Discover how to get ahead in the workplace by mastering your communication skills Realise the benefits of active listening and the value of establishing rapport Understand how the use of effective communication skills can help you secure a new job offer Recognise how to use effective communication to negotiate your way to personal and professional success Whether you're looking to climb the corporate ladder, take on a new professional challenge or just want to improve your communication skills in personal and professional relationships, Communication Essentials For Dummies will have you listening, voicing and articulating your way to success in no time.

The key to perfecting your communication strategy Great communication skills can make all the difference in your personal and professional life, and expert author Elizabeth Kuhnke shares with you her top tips for successful communication in any situation. Packed with advice on active listening, building rapport with people, verbal and non-verbal communication, communicating using modern technology, and lots more, Communication Skills For Dummies is a comprehensive communication resource no professional should be without! Get ahead in the workplace Use effective communication skills to secure that new job offer Convince friends and family to support you on a new venture Utilising a core of simple skills, Communication Skills For Dummies will help you shine—in no time!

What does your body language say about you? From strangers on the street, to your closest friends and family – even if you're not speaking, you're saying a lot with your body. Body Language explores the way we use our bodies to communicate, the way we hold ourselves, the way we sit, stand, and point our hands, feet and eyes can all reveal how we are feeling in any given situation. This book explores the body language we use in a wide-range of business and personal-life scenarios, from delivering a presentation at work to how you should act on a first date! Packed with images to clearly demonstrate each of the scenarios discussed, Body Language will help you understand the way others around you choose to communicate and also what you are saying with your own body. These valuable skills will improve your day to day communication, helping you to judge situations and understand how others around you are feeling. Use Body Language to: Harness the power of your own body language Communicate confidently to all of those around you Dip in and out of useful scenarios to find the best advice for you Understand people's hidden emotions and learn what you are hiding yourself Tackle those important life events, such as interviews, first dates, important meetings and more!

Many people want to gain trust or support in business and throughout life, but the true skill is doing so in a charming fashion! Whether you're convincing the boss about your much-deserved promotion or a busy restaurateur to offer a better table, the power of persuasion can help improve and increase your successes. Elizabeth Kuhnke, author of the bestselling Body Language For Dummies, guides the reader through easy-to-implement techniques that can turn a timid person into someone bursting with self confidence and the ability to influence. Topics covered will include: The key elements in becoming more persuasive - body language, listening skills, using persuasive words and actions Finding a common ground and establishing a connection with your audience Capturing their attention and keeping them interested Putting yourself across convincingly Getting things done through others Identifying the type of person you're dealing with - and responding in an appropriate manner

The complete guide to mastering the art of effective body language Body Language For Dummies is your ideal guide to understanding other people, and helping them understand you. Body language is a critical component of good communication, and often conveys a bigger message than the words you say. This book teaches you how to interpret what people really mean by observing their posture, gestures, eye movements, and more, and holds up a mirror to give you a clear idea of how you're being interpreted yourself. This updated third edition includes new coverage of virtual meetings, multicultural outsourcing environments, devices, and boardroom behaviours for women, as well as insight into Harvard professor Amy Cuddy's research into how body language affects testosterone and cortisol, as published in the Harvard Business Review.. Body language is a fascinating topic that reveals how the human mind works. Image and presentation are crucial to successful communication, both in business and in your personal life. This book is your guide to decoding body language, and adjusting your own habits to improve your interactions with others. Become a better communicator without saying a word Make a better first (and second, and third...) impression Learn what other people's signals really mean Transform your personal and professional relationships Realising what kind of impression you give is a valuable thing, and learning how to make a more positive impact is an incredibly useful skill. Whether you want to improve your prospects in job seeking, dating, or climbing the corporate ladder, Body Language For Dummies helps you translate the unspoken and get your message across.

Communicating Effectively For Dummies shows you how to get your point across at work and interact most productively with bosses and coworkers. Applying your knowledge and skill to your job is the easy part; working well with others is often the hard part. This helpful guide lets you maximize your personal interactions, even when resolving conflicts, dealing with customers, or giving difficult presentations. Whether you're the CEO of a major corporation, a small business owner, or a team manager, effective and clear communication is imperative to your success. From keeping your listener engaged to learning to become a better listener, Communicating Effectively For Dummies offers all the strategies, tips, and advice you need to: Learn how to become an active listener Accentuate the positive in negative situations Find win-win solutions for conflicts Stay on track when writing e-mails and letters Handle presentations, interviews, and other challenges Speak forcefully and assertively without alienating others Management consultant Marty Brounstein — author of Handling the Difficult Employee and Coaching and Mentoring For Dummies — gives you the keys to a thriving career with expert advice on effective verbal and nonverbal communication. From mastering your own facial expressions (and reading them in others) to being a happy boss, Brounstein covers all the angles: Becoming aware of your own assumptions Dealing with passive-aggressive communicators What to say to help someone open up to you Communicating through eye contact and body language Maintaining a positive attitude Dealing with sensitive issues Effective conflict resolution models When to use e-mail, the phone, or a face-to-face meeting Dealing with angry customers Coaching your staff to communicate better In today's high-stress work environment, good communication skills are imperative for keeping your cool and getting your point across. Knowing what to say and how to say it, as well as being a good listener, can often be the difference between getting ahead and just getting by. This handy, friendly guide shows you how to avoid common conflicts and make your voice heard in the office.

Straightforward guide to taking control of your emotions. Being aware of and in control of your emotions is one of the keys to success in life -- both professionally and personally. Emotional Intelligence For Dummies will show you how to take control of your emotions rather than letting your emotions control you! Discover how developing your emotional intelligence can further your relationships with others, in the workplace and at home. Emotional awareness is also a critical skill for career success, and Dr. Stein provides practical exercises for developing this skill and achieving your professional and personal goals. He also provides valuable insights into how emotional intelligence can be applied to raising children and teenagers and realizing personal happiness. Full of lively anecdotes and practical advice, Emotional Intelligence For Dummies is the ideal book for anyone who wants to get smart about their feelings and reach the next level at work and at home. Manage your emotions - identify your feelings, determine what beliefs cause negative emotions, and stop self-destructive behaviors Discover the power of empathy - read other people's emotions through facial cues and body language and show them you understand their feelings Thrive at work - find a job that's right for you, overcome hassles and fears, and develop your leadership skills Build and sustain meaningful relationships - discover how to take your partner's emotional temperature and manage emotions to grow closer Raise an emotionally intelligent child - keep your cool with your child, coax shy children out of their shells, and get your child to be less aggressive and defiant

The easy way to communicate best when it matters most Most people are aware of the importance of handling critical conversations well. However, when it comes down to actually being in a difficult situation that calls for key communication skills, many do not know how to practically apply their own thoughts. Critical Conversations For Dummies is a step-by-step reference for the variety of crucial conversations life presents in the workforce. It's packed with strategies for preparing for high-stakes situations; being persuasive (not abrasive); knowing the value of assertive communication; resolving failed promises and missed deadlines; maintaining morale when firing staff; getting new employees off on the right foot; managing staff relations and strengthening team relationships; understanding audience needs and motivations to get positive results; altering confrontational language to cooperative language during difficult conversations; and building relationships in the face of conflict. Improve communication skills in crucial conversations Avoid common pitfalls and emotional tendencies Discover the benefits of success in crucial conversations This book is especially relevant to the hundreds of thousands of leaders who are tasked with multiple duties, whether addressing complex

problems from stakeholders or achieving exceptional results from staff.

Take your communication skills to a whole new level and understand what people really think and feel. What is said is often not what is meant, yet most of us don't know how to 'read between the lines'. Something like an astounding 70% of communication is non-verbal! If you want to be persuasive, build rapport, create a positive impression – be an all-round brilliant and effective communicator – Brilliant Body Language is essential reading. Written by a psychologist with extensive experience helping people hone their interpersonal skills, this book will show you how to read and understand the intricacies of body language and teach you how to use your own body language to get the best out of all your relationships – in life and at work. You will gain: A thorough background in body language – how to read it, how to use it. The ability to know how to establish rapport instantly. The ability to influence and persuade others with ease. An understanding what people really think and feel.

“Follow the advice of the top romance specialist, and you can't go wrong.” —Woman's World “She's interviewed with Oprah and Phil Donahue, Time, the New York Times, USA Today, the Washington Post, Redbook and Cosmopolitan. Clearly Dr. Kate engages in no false advertising—she's a nationally acclaimed relationship expert.” —Chicago Tribune Let's face it, making a relationship work takes patience, perseverance, energy, and an unflagging commitment to maintain a happy healthy relationship. And sometimes, it takes a little help from a wise and knowledgeable friend. Written by celebrated psychologist-matchmaker, Dr. Kate Wachs, Relationships For Dummies is a source of inspiration and ideas on how to find and keep a healthy relationship. Whether you've just started dating or have been together with that special someone for years, Dr. Kate can help you: Tell the difference between a healthy and an unhealthy relationship Have a more loving, fun-filled relationship Enjoy a more vibrant and satisfying sex life Work through most relationship problems Find the positive and the fun in every relationship stage Dr. Kate explodes common relationships and compatibility myths that cause people grief, and with the help of insightful quizzes, case studies, and real-life America Online letters Dr. Kate covers all the bases, including: Finding that special someone and knowing if it's really Mr. or Ms. Right Pacing and nurturing intimacy in the early stages of a relationship When, where, how, and with whom to have sex when dating Knowing when and if it's time to move in together When and if to get married Keeping psychological and emotional intimacy alive Keeping physical and sexual intimacy alive From compatibility to communication, commitment to connecting in the bedroom, Relationships For Dummies is your total guide to having the relationships you want and deserve.

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