

You won't believe the information packed in this Action Guide! Full of pragmatic tips and steps to follow! Get a roadmap to improve your business communication skills. Written as the perfect accompaniment to *The Book on Formulaic Communication: A Tool to Build Your Communication Skills*. * What to say in business meetings? * How to prepare persuasive proposals? * How to improve business communication skills? * Understand and develop savvy communication skills. Inside the pages seven action steps bring the fun back into learning! * Learn the features of an authentic conversation * Learn a stylized approach to business communication. * Learn how to improve your listening skills. * Learn why people do not agree. * Learn communication skills that enable change. * What is the importance of business communication? * Key conversation strategies. * Best approach for team buy-in. * Barriers are broken. * How to engage others to listen. *Learn How to Improve Team Communication* * Persuade others to gain acceptance on your next project proposal. * Build stronger team relationships. * Project scope and time management are more efficient. * Deal effectively with office politics and gossip. Learn how to better understand one another. * Start with business communication essentials. * What the focal cause of conflict is. * How to spot strengths and weaknesses in speech patterns. * Keys to improve business communication. Written in an open-dialogue format to help improve team communication. * 32 Formulaic Communication Acclamations. * 20 immediate take-aways! * 37 possible innovation targets. Learn the formula inside Formulaic Communication! Develop credibility based on what and how you speak. Get this Action Guide on Formulaic Communication to improve your business communication today.

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