



## Speaking As a Leader: How to Lead Every Time You Speak.From Board Rooms to Meeting Rooms, From Town Halls to Phone Calls (Hardback)

By Judith Humphrey

John Wiley Sons Inc, United States, 2012. Hardback. Condition: New. Language: English . Brand New Book. Make every communication count-with a simple, four-step speaking model Whether it s among colleagues at lunch or an audience of a thousand, a leader s role is to move and inspire others. It s not only the big occasions that test a leader s mettle, but the little ones as well-in a casual conversation in the elevator, in phone calls, or one of many incidental, seemingly insignificant interactions in everyday work life. Written by one of the world s leading communications coaches, Speaking as a Leader shows you how to make the most of your daily communications, creating a presence on the job as a genuine and constant leader. In this eye-opening guide, aspiring (and established) leaders can enhance their reputations and influence by following a few simple steps. Speaking as a Leader: Shows how to structure your thoughts and message in any situation using a four-step modelOffers tips on listening effectively, in three dimensionsDetails why you are the best visual and how to avoid Death by PowerPoint Offers guidance on taking the numb out of numbersIncludes tips on moving from subject to message...



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