


Communication Skills For Dummies

By Elizabeth Kuhnke

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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!

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Editorial Review

From the Back Cover

Learn to:

- Communicate successfully, whatever the situation
- Build trust, engage with empathy and listen carefully to develop relationships
- Express yourself clearly in writing and over the phone, as well as in person
- Manage conflict and effect a positive outcome

Get your message across and connect with anyone for greater success in your career and social life

Great communicators aren't born, they're made. The simple yet powerful tools and techniques you'll find in this guide can transform anyone into a great communicator in no time. Inside, you'll find easy exercises for building your messaging muscle, along with quick fixes for simple communication problems, and priceless insights and advice on everything from non-verbal communication to communicating over digital media.

- Listen, learn, communicate – find out how to improve relationships through active listening and clearly defining what you really want to communicate
- Tear down the barriers to effective communication – learn to zero-in on and shed prejudices and preconceptions that can get in the way of making a connection
- Show them you mean it – discover how to control every aspect of your physical delivery – including hand gestures, facial expressions and tone of voice – for maximum effect
- Adjust your attitude – find out how your attitude impacts the content and delivery of your message, and how it can make or break your chances of establishing rapport

Open the book and find:

- Strategies for overcoming any communication obstacle
- Tips for becoming an active listener
- Techniques for controlling body language and voice modulation
- Simple exercises for building your communication skills – fast
- Tips for communicating effectively in writing
- Techniques for making the most of communication technology

About the Author

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*.

Users Review

From reader reviews:

Steven Whitney:

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