

<<60分钟培训领导60 Minute Tr>>

图书基本信息

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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

书籍目录

HOW TO BRING OUT PUTTING OTHERS DOWN About This Brief Training Session Self-Assessment
Thinking About Assertiveness Coaching Tips Practicing Assertiveness Try It: Experiments in Change Bumper
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ENCOURAGE CONSTRUCTIVE FEEDBACK FROM OTHERSHOW TO RESOLVE CONFLICT
EFFECTIVELYHOW TO ENCOURAGE CONSTRUCTIVE FEEDBACK FROM OTHERSHOW TO
CONTRIBUTE TO YOUR TEAM'S SUCCESSHOW TO BRING OUT THE BETTER SIDE OF DIFFICULT
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