

Top 5 Business Communication Books

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There are several ways to increase communication skills: the first - to go through the free online course "Emotional Intellect: How to Develop and Use Career", the second is to read 5 useful books, how to communicate with anyone and anywhere.

Paul McGee "Mastery of Communication"

Own only professional skills are not enough for career growth, even if you work with one to one appliances. Sooner or later you will have to interact with people. The higher the position, the wider the circle of communication. Yes, and the ability to competently and clearly state your thoughts will help you in other spheres of life. Interesting stories are collected in the book and situations are dealt with in detail in which we most often make mistakes. Philip Zimbardo "How to overcome shyness"

Often, in communication, we interfere with our own emotions - shyness, insecurity, timidity. The author of the book approached this issue from a scientific point of view, he considered shy as a way to respond, which can be disabled with the help of specially developed methods. In the book you will not find abstract reasoning or boring descriptions, only useful tips and efficient tools.

Complete online courses for free and discover new opportunities to start learning Mark Gowstone "I hear you through. Effective negotiation technician "

Communication with man is not only the ability to speak beautifully, but also to listen carefully. When you listen to a person with interest, it will be easier for him to open and trust you. And you, in turn, can better understand it. From the book, you will learn the techniques for the development of the skill of the hearing from the Psychiatrist and Trainer negotiators of the FBI Mark Gowstone. Dale Carnegie "How to conquer friends and influence people"

No selection of books on communication does not do without the famous psychologist Dale Carnegie teacher. His works have already become a classic, many people managed to apply the author tips in practice. In the book, the author leads stories from life and on specific examples explains how to do the right thing. Mark Road "How to talk with anyone"

Long silence, voltage in a conversation - a frequent phenomenon, after which the conversation usually ends. But you can redirect the conversation to another channel. Just told about it in the book Mark Roudz: how to start a conversation and overcome the inner stupor, how to stop worrying that you will not want to talk to you. You will be able to understand yourself and understand which problems prevent you from free to communicate with people, and will also become a pleasure from interacting with people.