



Asserting Yourself At Work: EBook Edition

Richard A. LUECKE, Constance ZIMMERMAN

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Techniques for managing others while maintaining mutual respect. Asserting Yourself at Work provides business professionals with the communication tools and psychological foundation they need to perform more assertively on the job. Designed for front-line managers, supervisors, team leaders, team members, employees, and life-long learners, this course promotes the use of direct, inclusive communication as a powerful tool for achieving targeted goals and building lasting relationships. Asserting Yourself at Work teaches students the skills they need to behave and communicate more assertively—and therefore more effectively—in the workplace. Students learn to address their needs and interests at work, and, at the same time, consider the needs and interests of others. Beginning with the foundation of self-awareness, the course builds these skills step by step. Students learn about and practice assertive verbal and nonverbal communication techniques, learn how to set proper boundaries in workplace relationships, and analyze how assertiveness plays out in other cultures. The interactive format includes self-assessment tools, worksheets, sidebars, exercises, and quizzes that prompt students all along the way. Course Objective: Understand techniques for managing others while maintaining mutual respect and recognize and avoid self-defeating behaviors. Selected Learning Objectives • Set boundaries • Manage others without being aggressive or manipulative • Respond to other people's needs without giving up your own • Say "no" to unfair demands • Resolve conflicts and deal with aggressiveness in others • Enhance your self-image—and your on-the-job authority. This is an ebook version of the AMA Self-Study course. If you want to take the course for credit you need to either purchase a hard copy of the course through amaselfstudy.org or purchase an online version of the course through www.flexstudy.com.

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Spent a free time to be fun activity to complete! A lot of people spent their free time with their family, or their particular friends. Usually they performing activity like watching television, about to beach, or picnic inside park. They actually doing same task every week. Do you feel it? Do you wish to something different to fill your free time/ holiday? Might be reading a book may be option to fill your totally free time/ holiday. The first thing that you ask may be what kinds of book that you should read. If you want to attempt look for book, may be the reserve untitled Asserting Yourself At Work: EBook Edition can be great book to read. May be it might be best activity to you.

Mary Gilbert:

A lot of people always spent all their free time to vacation or go to the outside with them loved ones or their friend. Are you aware? Many a lot of people spent that they free time just watching TV, as well as playing video games all day long. If you need to try to find a new activity that's look different you can read any book. It is really fun for you personally. If you enjoy the book which you read you can spent 24 hours a day to reading a guide. The book Asserting Yourself At Work: EBook Edition it is quite good to read. There are a lot of people that recommended this book. We were holding enjoying reading this book. In case you did not have enough space to bring this book you can buy often the e-book. You can m0ore easily to read this book from the smart phone. The price is not too expensive but this book offers high quality.

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