

Communicating *for* Results

A Guide for Business
and the Professions



Cheryl Hamilton • Tony L. Kroll

Communicating For Results A Guide For Business And The Professions

Hamilton



Communicating For Results A Guide For Business And The Professions:

Communicating for Results Cheryl Hamilton, Cordell Parker, 1997 Drawing on case studies and research from both management and communications fields this text provides students with an understanding of the basic concepts and techniques needed to communicate successfully in today's business world Separate chapters on the communication process and organizational theory form the foundation for later discussions of interpersonal relationships effective listening nonverbal communication and obstacles to organizational communication Two chapters are devoted to interviewing with special attention given to informational and employment interview strategies Subsequent chapters examine small groups and leadership within them The three final chapters offer guidance in informative and persuasive presentations including attention to verbal delivery and visual aids

Communicating for Results Hamilton, 1990-03-01 **Communicating for Results** Lisa Benedetti, Bobbi Rhe Stringer, Cheryl Hamilton, 2001 *Communicating for Results + Mindtap Communication, 1 Term - 6 Months Access Card* , **For Hamilton's Communicating for Results** Cheryl Hamilton, Cordell Parker, 2004-07-01 Course topics and themes come alive through technology with this digitally enhanced version of the text This eBook provides the complete text of the traditional print book and offers students an exiting interactive learning experience Students and their instructors can add their own notes and then search sort and print bookmark sections add customized hyperlinks do keyword searches of the text and customized material and use the built in Highlighter to accent key points right on screen Before exams students can print just the material highlighted along with notes to create customized study tools The book includes all the hall mark features of COMMUNICATING FOR RESULTS A GUIDE FOR BUSINESS AND THE PROFESSIONS with InfoTrac Seventh Edition [Communication Strategies for Today's Managerial Leader](#) Deborah Britt Roebuck, 2012-01-24 Given that communication is the lifeblood of an organization managerial leaders need to understand how to use communication strategies to build their teams to achieve organizational objectives Studies repeatedly point to the impact communication skills have on the ability of managerial leaders to succeed or fail Too often individuals move into managerial leadership roles without awareness of the need to improve their communication skills These individuals may be subject matter experts whose technical skills allowed them to succeed as individual team members but when placed in managerial leadership roles they fail because they lacked the relationship building skills needed to foster teamwork Therefore this book provides the communication principles that are so critical for today's managerial leader It builds a solid foundation while it guides readers in strategies to enhance their written oral and interpersonal communication skills Most research has stated and the author has found true in her own managerial leadership roles a leader spends the majority of his or her day interacting with others As managerial leaders individuals face many challenging situations such as determining how to inspire a shared vision about goals and objectives building trust within their unit listening with an open mind giving feedback and encouraging collaboration to name a few The focus switches for the managerial leader from doing

things to leading others Therefore this book is for anyone who currently serves as a managerial leader or for anyone who desires to manage and lead others Most managerial communication books focus on the important written and oral communication skills While the author believes these skills are critically important she found in her role as a managerial leader she devoted the majority of her time to interpersonal communication Leaders need to build teams and to maintain relationships with all stakeholders The best way to make that happen is through skills such as listening asking questions and giving feedback Therefore this book includes an emphasis on interpersonal communication As Chris M Martin stated in a recent article The ability to communicate effectively may be the number one management quality Therefore this book will raise awareness relative to oral written and interpersonal communication skills so that individuals can become better managerial leaders

Skilled Interpersonal Communication Owen Hargie, 2016-10-04 There is a fundamental powerful and universal desire amongst humans to interact with others People have a deep seated need to communicate and the greater their ability in this regard the more satisfying and rewarding their lives will be The contribution of skilled interpersonal communication to success in both personal and professional contexts is now widely recognised and extensively researched As such knowledge of various types of skills and of their effects in social interaction is crucial for effective interpersonal functioning Previous editions have established *Skilled Interpersonal Communication* as the foremost textbook on communication This thoroughly revised and expanded 6th edition builds on this success to provide a comprehensive and up to date review of the current research theory and practice in this popular field of study The first two chapters introduce the reader to the nature of skilled interpersonal communication and review the main theoretical perspectives Subsequent chapters provide detailed accounts of the fourteen main skill areas namely nonverbal communication reinforcement questioning reflecting listening explaining self disclosure set induction closure assertiveness influencing negotiating and interacting in and leading group discussions Written by one of the foremost international experts in the field and founded solidly in research this book provides a key reference for the study of interpersonal communication This theoretically informed yet practically oriented text will be of interest both to students of interpersonal communication in general and to qualified personnel and trainees in many fields

Civility in Business and Professional Communication Rod Troester, Cathy Sargent Mester, 2007 Civility has become one of the new century's hot button words This book explores popular and commercial concerns about civility from both a theoretical and practical perspective Background principles of communication and the history and scope of civility are examined setting the stage for specific elaboration of recommended practices in six particular business communication contexts Explanations and recommendations for civil communication include concrete examples from America's leading corporations as well as testimony from communication professionals currently working in business and industry

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COMMUNICATION SKILLS, SECOND EDITION SEN, LEENA,2007-09-20 Today the need for communication skills has become more important than ever before Communication plays a vital role be it the preparation one has to do to face an interview or deal with diverse business deals or interacting with colleagues superiors and others The Second Edition of this text based on the feedback received from the readers continues to highlight the vital skills one needs for effectively communicating in diverse situations Divided into five parts the text shows the power of three V s of communication the verbal the visual and the vocal examining at the same time the role of formal and informal communication methods and stressing the significance of grapevine in organizations It also demonstrates how important listening is and the basic skill sets needed by a manager for business dealings Further the text gives the nuances of verbal communication and the factors necessary for preparing a presentation besides giving a comprehensive view of non verbal communication It highlights the role of written communication the importance of business writing the formats of business letters memos and report writing and how flawed thinking impedes written communication The text concludes by emphasizing the crucial role played by corporate communication in enhancing an organization s image

What s New to This Edition New concepts such as Fog Index Readability Index Business Terms Acronyms Abbreviations e mail Etiquette Virtual Team Skills and Social Skills Many exercises and other inputs Written in a clear and straightforward style and in a student friendly fashion this concise and compact text is intended both for students of management and for young executives and managers

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