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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.

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"Authorised adaptation of Communication skills for dummies
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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

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those who tend to get a bit tongue-tied under pressure or just have a hard time asserting themselves, voicing thoughts coherently and confidently can be a sweat-inducing experience. Here, expert author Elizabeth Kuhnke takes the intimidation out of communication by sharing her top tips for successful communication in any situation. Discover how to get ahead in the workplace by mastering your communication skills Realise the benefits of active listening and the value of establishing rapport Understand how the use of effective communication skills can help you secure a new job offer Recognise how to use effective communication to negotiate your way to personal and professional success Whether you're looking to climb the corporate ladder, take on a new professional challenge or just want to improve your communication skills in personal and professional relationships,

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Communication Essentials For Dummies will have you listening, voicing and articulating your way to success in no time.

Provides advice on being more persuasive and influential to others and presents ways in which this can be used to achieve success in work and life.

The complete guide to mastering the art of effective body language Body Language For Dummies is your ideal guide to understanding other people, and helping them understand you. Body language is a critical component of good communication, and often conveys a bigger message than the words you say. This book teaches you how to interpret what people really mean by observing their posture, gestures, eye movements, and more, and holds up a mirror to give

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you a clear idea of how you're being interpreted yourself. This updated third edition includes new coverage of virtual meetings, multicultural outsourcing environments, devices, and boardroom behaviours for women, as well as insight into Harvard professor Amy Cuddy's research into how body language affects testosterone and cortisol, as published in the Harvard Business Review.. Body language is a fascinating topic that reveals how the human mind works. Image and presentation are crucial to successful communication, both in business and in your personal life. This book is your guide to decoding body language, and adjusting your own habits to improve your interactions with others. Become a better communicator without saying a word Make a better first (and second, and third...) impression Learn what other people's signals really mean Transform your personal and professional relationships

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Realising what kind of impression you give is a valuable thing, and learning how to make a more positive impact is an incredibly useful skill. Whether you want to improve your prospects in job seeking, dating, or climbing the corporate ladder, *Body Language For Dummies* helps you translate the unspoken and get your message across.

Communicating Effectively For Dummies shows you how to get your point across at work and interact most productively with bosses and coworkers. Applying your knowledge and skill to your job is the easy part; working well with others is often the hard part. This helpful guide lets you maximize your personal interactions, even when resolving conflicts, dealing with customers, or giving difficult presentations. Whether you 're the CEO of a major corporation, a

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small business owner, or a team manager, effective and clear communication is imperative to your success. From keeping your listener engaged to learning to become a better listener, *Communicating Effectively For Dummies* offers all the strategies, tips, and advice you need to: Learn how to become an active listener Accentuate the positive in negative situations Find win-win solutions for conflicts Stay on track when writing e-mails and letters Handle presentations, interviews, and other challenges Speak forcefully and assertively without alienating others Management consultant Marty Brounstein — author of *Handling the Difficult Employee* and *Coaching and Mentoring For Dummies* — gives you the keys to a thriving career with expert advice on effective verbal and nonverbal communication. From mastering your own facial expressions (and reading them in others) to being a happy boss,

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Brounstein covers all the angles: Becoming aware of your own assumptions Dealing with passive-aggressive communicators What to say to help someone open up to you Communicating through eye contact and body language Maintaining a positive attitude Dealing with sensitive issues Effective conflict resolution models When to use e-mail, the phone, or a face-to-face meeting Dealing with angry customers Coaching your staff to communicate better In today ' s high-stress work environment, good communication skills are imperative for keeping your cool and getting your point across. Knowing what to say and how to say it, as well as being a good listener, can often be the difference between getting ahead and just getting by. This handy, friendly guide shows you how to avoid common conflicts and make your voice heard in the office.

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What does your body language say about you? From strangers on the street, to your closest friends and family – even if you're not speaking, you're saying a lot with your body. Body Language explores the way we use our bodies to communicate, the way we hold ourselves, the way we sit, stand, and point our hands, feet and eyes can all reveal how we are feeling in any given situation. This book explores the body language we use in a wide-range of business and personal-life scenarios, from delivering a presentation at work to how you should act on a first date! Packed with images to clearly demonstrate each of the scenarios discussed, Body Language will help you understand the way others around you choose to communicate and also what you are saying with your own body. These valuable skills will improve your day to day communication, helping you to judge situations and understand how others around

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you are feeling. Use Body Language to: Harness the power of your own body language Communicate confidently to all of those around you Dip in and out of useful scenarios to find the best advice for you Understand people's hidden emotions and learn what you are hiding yourself Tackle those important life events, such as interviews, first dates, important meetings and more!

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- Harness the power of your own body language
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- Dip in and out of useful scenarios to find the best advice for you
- Understand people's hidden emotions and learn what you are hiding yourself
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“ Follow the advice of the top romance specialist, and you can ’ t go wrong. ” —Woman ’ s World “ She ’ s interviewed with Oprah and Phil Donahue, Time, the New York Times, USA Today, the Washington Post, Redbook and Cosmopolitan. Clearly Dr. Kate engages in no false advertising—she ’ s a nationally acclaimed relationship expert. ” —Chicago Tribune Let ’ s face it, making a relationship work takes patience, perseverance, energy, and an unflinching commitment to maintain a happy healthy relationship. And sometimes, it takes a little help from a wise and knowledgeable friend. Written by celebrated psychologist-matchmaker, Dr. Kate Wachs, Relationships For Dummies is a source of inspiration and ideas on how to find and keep a healthy relationship. Whether you ’ ve just started dating or have been together with that special someone for years, Dr. Kate can help you:

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Tell the difference between a healthy and an unhealthy relationship
Have a more loving, fun-filled relationship
Enjoy a more vibrant and satisfying sex life
Work through most relationship problems
Find the positive and the fun in every relationship stage
Dr. Kate explodes common relationships and compatibility myths that cause people grief, and with the help of insightful quizzes, case studies, and real-life America Online letters Dr. Kate covers all the bases, including:
Finding that special someone and knowing if it ' s really Mr. or Ms. Right
Pacing and nurturing intimacy in the early stages of a relationship
When, where, how, and with whom to have sex when dating
Knowing when and if it ' s time to move in together
When and if to get married
Keeping psychological and emotional intimacy alive
Keeping physical and sexual intimacy alive
From compatibility to communication, commitment to connecting in the

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bedroom, Relationships For Dummies is your total guide to having the relationships you want and deserve.

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