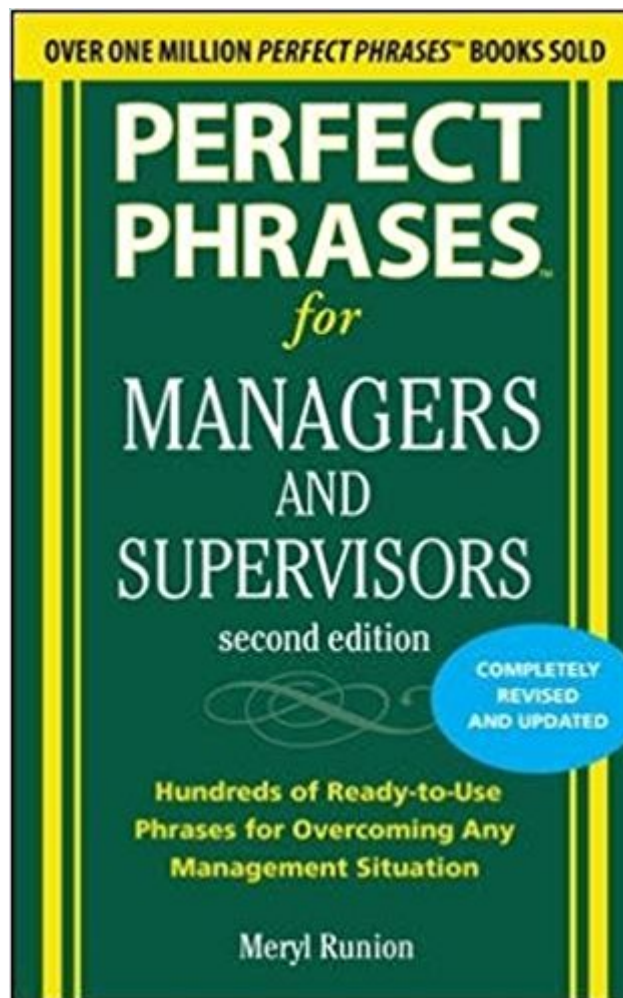




The book was found

Perfect Phrases For Managers And Supervisors, Second Edition (Perfect Phrases Series)



Synopsis

The Right Phrase for Every Situation . . . Every Time Communication is the single most important skill for excelling as a manager. What you say and how you say it sets the tone for your department and your entire organization. Perfect Phrases for Managers and Supervisors, second edition, has been completely revised to help you communicate in today's workplace, where collaboration, cooperation, and personalization are critical to building an efficient, productive work environment. Learn the most effective language for:

- Setting a tone of mutual trust and respect
- Dealing with difficult employees and delicate problems
- Conducting interviews and performance reviews
- Empowering your people
- Disciplining workers or terminating employment

Book Information

Series: Perfect Phrases Series

Paperback: 208 pages

Publisher: McGraw-Hill Education; 2 edition (July 9, 2010)

Language: English

ISBN-10: 007174231X

ISBN-13: 978-0071742313

Product Dimensions: 5.1 x 0.5 x 8 inches

Shipping Weight: 7.2 ounces (View shipping rates and policies)

Average Customer Review: 4.2 out of 5 stars 87 customer reviews

Best Sellers Rank: #31,501 in Books (See Top 100 in Books) #47 in Books > Business & Money > Skills > Business Writing #64 in Books > Business & Money > Management & Leadership > Training #148 in Books > Business & Money > Human Resources > Human Resources & Personnel Management

Customer Reviews

Meryl Runion is president and CEO of SpeakStrong, Inc., and a Certified Speaking Professional.

If you are responsible for writing your own goals, objectives, performance impacts, and/or those of your staff, here's a great resource. It is challenging to write numerous annual evaluations and semi-annual feedback. If nothing else, I found that the content helped pull my thoughts in the appropriate direction.- Great staff deserve to have a strong writer who can provide clear, topical language that illustrates talents and promotes skills.

The Perfect Phrases series is such a targeted resource--just like Perfect Phrases for Performance Reviews. This one for Managers and Supervisors is excellent for all who are, or aspiring to be, direct supervisors and managers of teams of people.

I got the Kindle version intentionally so I can go to my phrases easily even when a person is present. It's quick and easy for a new supervisor who is also probably reading tons of other wordy less direct books to enhance their leadership skills.

In my opinion, this book is mainly just a collection of questions, most of which seem to be a variation of "what do you think of...?". One of the suggested phrases was "exactly!" - thanks, but i think i could come up with that on my own. I wouldn't recommend it.

Dumbest book ever.. its almost a joke to read! Lol

Great for a new manager looking to start out in the right foot. Or an existing one needing fresh new ideas.

Love the section on questions to ask for interviews. I plan on using some of them. The author even explains why these questions work

Great book this has really helped me with monthly and yearly employee appraisals and chronological reports. I constantly refer back to it.

[Download to continue reading...](#)

Perfect Phrases for Managers and Supervisors, Second Edition (Perfect Phrases Series) Coaching Skills for Managers and Supervisors Perfect Phrases for Business School Acceptance (Perfect Phrases Series) Perfect Phrases for Performance Reviews 2/E (Perfect Phrases Series) Perfect Phrases for Documenting Employee Performance Problems (Perfect Phrases Series) Perfect Phrases for Real Estate Agents & Brokers (Perfect Phrases Series) Perfect Phrases for Writing Grant Proposals (Perfect Phrases Series) Financial Management for Nurse Managers and Executives, 4e (Finkler, Financial Management for Nurse Managers and Executives) Games, Strategies, and Managers: How Managers Can Use Game Theory to Make Better Business Decisions Financial Management For Nurse Managers: Merging the Heart with the Dollar (Dunham-Taylor, Financial Management for Nurse Managers) Finance for Nonfinancial Managers,

Second Edition (Briefcase Books Series) (Briefcase Books (Paperback)) Finance for Nonfinancial Managers, Second Edition: Briefcase Books Series A Concise Guide to Macroeconomics, Second Edition: What Managers, Executives, and Students Need to Know Practice Makes Perfect German Pronouns and Prepositions, Second Edition (Practice Makes Perfect Series) Practice Makes Perfect Italian Pronouns And Prepositions, Second Edition (Practice Makes Perfect Series) 2600 Phrases for Effective Performance Reviews: Ready-to-Use Words and Phrases That Really Get Results Powerful Phrases for Dealing with Difficult People: Over 325 Ready-to-Use Words and Phrases for Working with Challenging Personalities Spanish Phrase Book: 1001 Easy Spanish Phrases: The Beginners Guide to Learning the Most Common Spanish Phrases Quick and Easy Spanish Phrasebook: 350 Easy Spanish Phrases: Learn the Most Common Spanish Phrases Quick and Easy, Spanish Phrase Book Practice Makes Perfect Basic Spanish, Second Edition: (Beginner) 325 Exercises + Online Flashcard App + 75-minutes of Streaming Audio (Practice Makes Perfect Series)

[Contact Us](#)

[DMCA](#)

[Privacy](#)

[FAQ & Help](#)