

《Pfeiffer成功的沟通技巧Th》

图书基本信息

书名：《Pfeiffer成功的沟通技巧The Pfeiffer Book of Successful Communication Skill-Building Tools》

13位ISBN编号：9780470181805

10位ISBN编号：047018180X

出版时间：2007-10

作者：Gordon, Jack (EDT)

页数：409

版权说明：本站所提供下载的PDF图书仅提供预览和简介以及在线试读，请支持正版图书。

更多资源请访问：www.tushu111.com

《Pfeiffer成功的沟通技巧Th》

内容概要

The Pfeiffer Book of Successful Interpersonal Communication Tools is organized into three sections: Presentations and Discussions (articles); Experiential Learning Activities; and Inventories, Questionnaires, and Surveys. These selections represent the all-time best the Pfeiffer Annuals and Handbooks have to offer on the topic. The Pfeiffer Book of Successful Interpersonal Communication Tools

- Provides articles that offer quick, solid, and insightful grounding in a classic theme of communication-skills training
- Contains complete, ready-made training exercises designed to meet a variety of needs for different audiences
- Offers inventories that include questionnaires and instruments that help trainees understand their own communication habits, measure the health of actual relationships, and shed light on communication practices within the organization

《Pfeiffer成功的沟通技巧Th》

书籍目录

Introduction
PART I: PRESENTATION AND DISCUSSION RESOURCES
1. Conditions That Hinder Effective Communication J. William Pfeiffer
2. The Lost Art of Feedback Hank Karp
3. The Influence Continuum Marlene CaroseUi
4. Communicating Communication J. Ryck Luthi
5. The Johari Window: A Model for Eliciting and Giving Feedback Philip G. Hanson
6. Using Personality Typology to Build Understanding Toni La Motta
7. Communicating Organizational Change: Information Technology Meets the Carbon-Based Employee Unit Joseph G. Wojtecki, Jr., and Richard G. Peters
8. Confrontational Communication Merna L. Skinner
9. Assertion Theory Colleen Kelley
10. E-Mail Basics: Practical Tips to Improve Communication Kristin J. Arnold
PART 2: EXPERIENTIAL LEARNING ACTIVITIES (ELAs)
ELA Section 1: Personal Communication Skills
1. In Other Words: Building Oral-Communication Skills Editors
2. Poor Listening Habits: Identifying and Improving Them Joseph Seltzer and Leland Howe
3. Mixed Messages: A Communication Experiment Branton K. Holmberg and Daniel W. Mullene
4. Gestures: Perceptions and Responses SteUa Lybrand Norman
5. Time Flies: Negotiating Personal Effectiveness Through Assertion Michael Lee Smith
6. Resistance: A Role Play H.B. Karp
7. Seeing Ourselves As Others See Us: Using Video Equipment for Feedback GiUes L. Talbot
8. Your Voice, Your Self: Improving Vocal Presentations Taggart Smith
9. E-Prime: Distinguishing Facts from Opinions GiUes L. Talbot
10. Speed Up! Increasing Communication Skills Marlene Caroselli
ELA Section 2: Oganizational Communication Issues
1. One-Way, Two-Way: A Communication Experiment Adapted from H. J. Leavitt
2. Pass It On: Simulating Organizational Communication Linda Costigan Lederman and Lea P Stewart
3. Red Light/Green Light: From Fear to Hope Niki Nichols
4. Blivet: A Communicat On Experience Ken Myers, Rajesh Tandon, and Howard Bowens, Jr.....

《Pfeiffer成功的沟通技巧Th》

版权说明

本站所提供下载的PDF图书仅提供预览和简介，请支持正版图书。

更多资源请访问:www.tushu111.com