

PEOPLE SKILLS

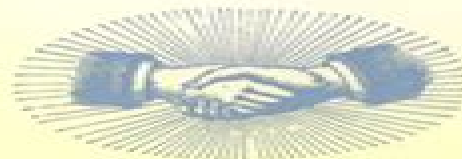
HOW TO ASSERT YOURSELF,



LISTEN TO OTHERS,



AND RESOLVE CONFLICTS



Robert Bolton, Ph.D.

People Skills Robert Bolton

David Kirk



People Skills Robert Bolton:

People Skills Robert Bolton, 1979 Improve your personal and professional relationships instantly with this timeless guide to communication listening skills body language and conflict resolution Maybe a wall of silent resentment has shut you off from someone you love Maybe you listen to an argument in which neither party seems to hear the other Or maybe your mind drifts to other matters when people talk to you *People Skills* is a communication skills handbook that can help you eliminate these and other communication problems Author Robert Bolton describes the twelve most common communication barriers showing how these roadblocks damage relationships by increasing defensiveness aggressiveness or dependency He explains how to acquire the ability to listen assert yourself resolve conflicts and work out problems with others These are skills that will help you communicate calmly even in stressful emotionally charged situations *People Skills* will show you How to get your needs met using simple assertion techniques How body language often speaks louder than words How to use silence as a valuable communication tool How to de escalate family disputes lovers quarrels and other heated arguments Both thought provoking and practical *People Skills* is filled with workable ideas that you can use to improve your communication in meaningful ways every day **People Skills** Robert Bolton, 1986-01 *SUMMARY* Edition Shortcut (author), 1901

People Skills Robert Bolton, 2012 A guide to mastering people skills that describes the twelve most common communication barriers and offers practical solutions for overcoming them *SUMMARY - People Skills: How To Assert Yourself, Listen To Others, And Resolve Conflicts* By Robert Bolton Shortcut Edition, 2021-06-16 Our summary is short simple and pragmatic It allows you to have the essential ideas of a big book in less than 30 minutes As you read this summary you will learn how to act to communicate effectively with others You will also learn how to use body language how to assert yourself and get what you want how to push or incite others to give themselves to you how to make an impact on others how to defuse conflicts and arguments If you are reading this you are already socialized and communicative So you naturally have the basics to make yourself understood and to understand others But having these skills naturally does not mean that they are perfect and effective In terms of communication everything can be improved and everyone can progress quickly towards greater efficiency provided they know certain techniques The benefits of greater mastery in this area are numerous Do you want to be more respected Loved Understand others at a glance Perhaps become a leader Read this summary and learn the secret techniques of communication professionals Buy now the summary of this book for the modest price of a cup of coffee

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to date trends and themes including the impact of increased globalization increased tribalism cultural and political polarization and populism the great expansion and proliferation of technology and the emergence of the gig economy Upper level undergraduate and postgraduate students as well as practicing managers will be inspired to rethink their own approaches to management in business government and other organizations

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