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The Complete Book of Perfect Phrases for High-Performing Sales Professionals

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The Right Phrase for Every Situation . . . Every Time! Clearly crafted company announcements—both internal and external—are critically important for your company's day-to-day operations. Perfect Phrases for Writing Company Announcements has hundreds of ready-to-use phrases suitable for any announcement, regardless of the situation or scenario. Learn the most effective language for: Describing new products and services Explaining hiring procedures Detailing a new strategic focus Announcing relocation or expansion Articulating mergers and strategic partnerships
Perfect Phrases for Project Management: Hundreds of Ready-to-Use Phrases for Delivering Results on Time and Under Budget McGraw Hill Professional
THE RIGHT PHRASE FOR THE RIGHT SITUATION—EVERY TIME Your new business strategy isn't going to sell itself. It's up to you to convince top decision makers to take the organization in the right direction. This is the most important presentation of your career, and your choice of words and phrases will mean the difference between success and failure. Perfect Phrases for Presenting Business Strategies provides the language you need to: Grab your audience's attention in the first few seconds Summarize your strategy in two sentences Prove that your plan is a plan for growth Explain the costs and resources involved Detail the profits your company will make Use Perfect Phrases for Presenting Business Strategies as a springboard for both organizational and personal success!

Perfect Phrases for Communicating Change McGraw Hill Professional

Waarom hebben getalenteerde mensen vaak moeite om hun doelen te bereiken terwijl minder begaafde individuen soms zonder slag of stoot verbazingwekkende prestaties leveren? Op basis van haar eigen verhaal als dochter van een wetenschapper die zich vaak beklaagde over haar vermeende gebrek aan intelligentie, beschrijft Angela Duckworth haar loopbaan door het onderwijs, de consultancybusiness en de neurowetenschap. Het leidde tot de hypothese dat werkelijk succes vooral ontstaat door een speciale mix van volledige overgave en de vastberadenheid om te werken aan je langetermijndoelen: grit. In dit boek doet Duckworth, winnaar van de prestigieuze MacArthur Genius Award, haar theorie uit de doeken en helpt ze iedereen om aan de hand van zes kernwaarden hun eigen grit-factor te bepalen: hoop, inspanning, precisie, passie, rituelen en prioriteiten. Grit gaat voorbij aan clichés als 'succes is vooral hard werken' en biedt een frisse en motiverende manier om zelf ongekende resultaten te behalen.

Perfect Phrases for Communicating Change McGraw Hill Professional
The Right Phrase for the Right Situation--Every Time You've taken the GMAT, your transcript is in order, and you're ready to apply to business schools. Your personal statement and the interview are your major opportunity to distinguish yourself from the pack and demonstrate your full potential. Perfect Phrases for Business School Acceptance gives you the phrases, statements, and approaches that will help you write a compelling essay, succeed at the interview, and stand out from your competition. Provides precise and effective language for applications, essays, interviews Covers a wide range of potential answers to difficult questions Guides you through the stages of the

interview process

[Perfect Phrases for Performance Reviews 2/E](#) McGraw Hill Professional
Hands-on help for quickly and persuasively writing company-mandated performance appraisals Writing performance appraisals is one of the most difficult and time-consuming tasks managers face. Perfect Phrases for Performance Reviews simplifies the job, providing a comprehensive collection of phrases that managers can use to describe employee performance, provide directions for improvement, and more. For example: "Sets priorities well" "Misses important deadlines" "Thorough, reliable, and accurate" All managers and HR professionals will value the book for its: Hundreds of ready-to-use phrases, organized by job skill and performance level Tips for documenting performance issues and conducting face-to-face reviews Easily adapted performance review templates covering five performance levels With the wide-ranging assortment of descriptions available in this book, managers will be able to find the perfect terms to help them analyze and understand the work performance of each person they work with.
[Perfect Phrases for Writing Employee Surveys](#) McGraw Hill Professional
Volledig herziene editie
[Perfect Phrases for Documenting Employee Performance Problems](#) McGraw-Hill Professional
THE RIGHT PHRASE FOR EVERY SITUATION . . . EVERY TIME Perfect Phrases for Coaching Employee Performance gives you the language to empower, engage, and develop your employees. Filled with hundreds of words and phrases you can use in virtually every coaching situation, this go-to guide provides everything you need for: Onboarding and training Conducting performance reviews Setting

employee goals Coaching high and low performers Creating powerful teams Building strong relationships
Perfect Phrases for Negotiating Salary and Job Offers: Hundreds of Ready-to-Use Phrases to Help You Get the Best Possible Salary, Perks or Promotion McGraw Hill Professional
 THE RIGHT PHRASE FOR EVERY SITUATION . . . EVERY TIME In today's fast-moving economy and competitive climate, developing a creative, innovative workforce is absolutely essential for success. *Perfect Phrases for Creativity and Innovation* provides hundreds of ready-to-use phrases for building the kind of exciting, solution-driven work environment that turns average companies into industry leaders. From creating powerful teams to prioritizing ideas to rewarding success, this hands-on guide offers the language and proven tools to help you: Jump-start your own creativity Trigger whole-brain, divergent thinking in your employees Inspire teams to collaborate in new, effective ways Transform every team into an innovation machine
Perfect Phrases for ESL Advancing Your Career McGraw-hill
 What to say in today's toughest workplace situations Whatever trust previously existed between employer and employee has been torn into millions of pink slips, thanks to the latest recession. As a result, the rules for how managers and employees can successfully communicate have been irrevocably changed. Whether you're a manager or employee, *Workscripts* explains what to say in life's toughest situations at work, including: • Negotiating severance • Performance reviews • Responding to a pay cut • Asking for a raise or promotion • Terminating a friend • Job interviews • Dealing with difficult bosses • And many more
Perfect Phrases for Coaching Employee Performance: Hundreds of Ready-to-Use Phrases for Building Employee Engagement and Creating Star Performers McGraw Hill Professional
 The Right Phrase for Every Situation . . . Every Time You know that how you begin a business conversation or meeting sets the stage for success. But coming up with just the right words can be another matter. *Perfect Phrases for Icebreakers* has hundreds of ready-to-use phrases to get your interactions off on the right foot. From jump-starting meetings to motivating teams to turning any situation into a positive networking event, this streamlined guide provides you with the right words to: Highlight important topics in meetings or conversations Motivate

people to share resources and support Add levity to personal or group interactions Inspire collaboration and creativity Pique curiosity about your message
The Complete Book of Perfect Phrases Book for Effective Managers McGraw Hill Professional
 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
Perfect Phrases for Presenting Business Strategies Business Contact
 THE RIGHT PHRASE FOR EVERY SITUATION . . . EVERY TIME Generating honest, no-nonsense feedback through well-written surveys is the first step to dramatically increasing employee engagement, commitment, loyalty—and your company's bottom line. *Perfect Phrases for Writing Employee Surveys* provides the tools for crafting precisely phrased surveys to deliver accurate information, so you can adjust your organization's practices accordingly. Inside are hundreds of words, phrases, and examples that remove the guesswork from an otherwise daunting process. This handy, time-saving guide helps you write surveys that measure: Employee Engagement Leadership and Management Company Values and Ethics Organizational Culture Satisfaction with Work Environment Career Development
Perfect Phrases for the Sales Call, Second Edition McGraw-hill
 Provides phrases for the right situations. Whether it's writing grants or generating sales leads, this work has the tools for precise, and effective communication in various situations.
Perfect Phrases for Writing Grant Proposals McGraw Hill Professional
 THE RIGHT PHRASE FOR EVERY SITUATION . . . EVERY TIME The ability to craft an employee review that is meaningful and change-driven is what separates average supervisors from great managers. How often, though, have you struggled to find the most appropriate words for your

needs? This completely revised and updated second edition of *Perfect Phrases for Performance Reviews* provides hundreds of ready-made phrases you can use to clearly communicate any employee's performance in 74 different skill areas. Learn the most effective language for: Crafting an accurate, carefully worded assessment Documenting behaviors and accomplishments Guiding and developing promising workers Conducting face-to-face interviews
Perfect Phrases for Managers and Supervisors: Hundreds of Ready-to-Use Phrases for Any Management Situation McGraw-hill
 The Right Phrase for Every Situation...Every Time Keeping employees motivated is crucial to your company's performance. This comprehensive, quick-reference guide for managers offers you hundreds of ready-to-use phrases at your fingertips. No matter what the situation--whether you're giving a pep talk or inspiring a direct report in a one-on-one meeting--*Perfect Phrases for Motivating & Rewarding Employees* will provide you with the right words at right time. Learn how to: Create a positive work environment Motivate people to achieve goals Handle difficult employees and challenging situations Provide feedback that enhances performance This easy-to-use guide includes everything you need to succeed--the winning words and all-purpose phrases that will motivate you and your team to be the best you can be.
Perfect Phrases for New Employee Orientation and Onboarding: Hundreds of ready-to-use phrases to train and retain your top talent McGraw Hill Professional
 The Right Phrase for Every Situation...Every Time Hiring the right person is crucial to business success. You need to know what to say to attract the best applicants, what to ask during the interview, and how to communicate your expectations and goals. *Perfect Phrases for Perfect Hiring* arms you with the right words for every stage of the hiring process--from early recruiting and reference checking, to final interviews and orientation. Using the book's hundreds of sample phrases and questions, you'll find exactly what to say and do to find just the person you're looking for. Inside you'll find winning phrases to help you Separate the winners from the losers before the interview Find out everything you need to know during the interview Establish a strong working relationship after the interview Packed with the exact phrase to express yourself in any hiring scenario, *Perfect Phrases for Perfect Hiring* gives you the communication help you need to

get the best players on your winning team.

Perfect Phrases for Business School Acceptance McGraw Hill Professional

THE RIGHT PHRASE FOR EVERY SITUATION

... EVERY TIME As a project manager, your job is to ensure that every project is completed on time and on budget, which involves defining your objectives, understanding the processes, and communicating with clarity to team members. It all comes down to mastering the language of project management.

Perfect Phrases for Project Management includes hundreds of words and phrases that will help you: Clarify project goals Define the scope and boundaries of the project Estimate the time and resources needed for success Create a powerful team to get the job done Manage each stage of the process with confidence

Perfect Phrases for Motivating and Rewarding Employees, Second Edition : Hundreds of Ready-to-Use Phrases for Encouraging and Recognizing Employee Excellence Lev.

THE RIGHT PHRASE FOR EVERY SITUATION

... EVERY TIME Employees respond to organizational change with worry, fear, and sometimes even panic. Your job is to keep them motivated and focused—so you must choose your words carefully during times of upheaval. Perfect Phrases for Communicating Change has hundreds of ready-to-use phrases for ensuring your employees make the transition with clarity, commitment, and skill. Learn the most effective language for: Articulating new company initiatives Responding to questions with confidence Easing employees' fears Clarifying roles and responsibilities Addressing resistance and

performance problems Praise for Perfect Phrases for Communicating Change "Perfect Phrases for Communicating Change is a wonderful book, filled with practical, solid advice, suggestions, and examples for how to communicate effectively in a time of change." John Krajicek, Executive Professor and Assistant Director of Business Communication Studies, Texas A&M University

"Communication during organizational change is everything. The right words at the right time can make all the difference between a successful and unsuccessful change initiative. This is a wonderful resource for finding the right words and sentiments to convey any type of change."

Robert J. Marshak, Ph.D., author of *Covert Processes at Work: Managing the Five Hidden Dimensions of Organizational Change* "Finding the right words to communicate change is challenging, even for the best of managers. In this user-friendly text, Lawrence and Antoine provide hundreds of practical phrases to better prepare managers for the task. The book is rich with insightful suggestions on change messaging considerations and construction." Edward Ferris, Assistant Professor, The New School for Management and Urban Policy "In my over 20 years of running companies and corporate divisions I have seen a direct correlation between the quality of communication of my managers and their success in the business world. If you aspire to be an effective, efficient, and productive leader then I highly recommend this book. It is an outstanding reference guide and road map for

pragmatic yet inspirational communication techniques." Mitch Pisik, President and CEO, Breckwell Products

Perfect Phrases for Icebreakers: Hundreds of Ready-to-Use Phrases to Set the Stage for Productive Conversations, Meetings, and Events McGraw-hill

Perfect Phrases for Landlords and Property Managers arms readers with quick and easy phrases to deal with the countless challenges, decisions, and day-to-day responsibilities of being a landlord or property manager. It offers practical, need-to-know advice on everything from dealing with tenants and co-op boards to developing and executing a management plan. Each chapter includes several key principles and advice on the topic and provide hundreds of ready-to-use phrases for readers to go to no matter what the situation.

Creativity, inc. McGraw-hill

THE RIGHT PHRASE FOR EVERY SITUATION

... EVERY TIME The ability to craft an employee review that is meaningful and change-driven is what separates average supervisors from great managers. How often, though, have you struggled to find the most appropriate words for your needs? This completely revised and updated second edition of Perfect Phrases for Performance Reviews provides hundreds of ready-made phrases you can use to clearly communicate any employee's performance in 74 different skill areas. Learn the most effective language for: Crafting an accurate, carefully worded assessment Documenting behaviors and accomplishments Guiding and developing promising workers Conducting face-to-face interviews