



The Secret Handshake: Effective Communication Strategies for the Workplace

By SAUERS DIZA, MARCHESSEAUULT KIMBERLY, MANDEL MICHAEL, MICHAELS MARISA, CHERTUDI MIKEL, BRODERSEN CHERYL, BOYER CHERILYN, HILLS CAITLIN

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This book was designed to make you as workplace-ready as possible, and to equip you with the skills to finesse any communication challenge. To be a successful professional communicator - and successful in business, period - you must understand the right approach with the right audience at the right time. While experience is always the best teacher, it is not always the most forgiving. *The Secret Handshake: Effective Communication Strategies for the Workplace* lives up to its title by revealing an insider's view of the specific strategies you need to get the job done. This book provides crisp and targeted approaches to effectively communicating with any audience in any professional setting. Through reading this book, you won't just learn how to write or collaborate or deliver a professional presentation; instead, you'll learn how to think and act to strategically adapt your communication approach to suit the context and audience of any given situation.

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