

PEOPLE SKILLS

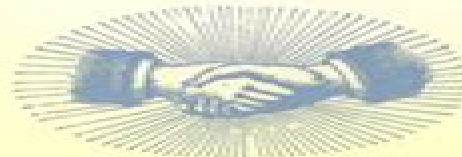
HOW TO ASSERT YOURSELF,



LISTEN TO OTHERS,



AND RESOLVE CONFLICTS



Robert Bolton, Ph.D.

People Skills Robert Bolton

Tom Butler-Bowdon



People Skills Robert Bolton:

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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 *50 Psychology Classics* Tom Butler-Bowdon,2010-12-07

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Beyond the Baton Diane Wittry, 2007 Publisher description **I AM...#BE_THE_CHANGE** by Mpho Lethoba, 2020-03-02 With so many options and superficial cliches associated with wokeness and mental health it can be overwhelming figuring out where to begin You know something or things aren t going as you would like in your life As a young parent young professional or mentor you also yearn to wisely guide those who now depend on you But no matter how positively you think no matter how tough you seem no matter how many affirmations you memorize nothing changes It feels as though you just can t win Life is constantly frustrating or at best just fine From one millennial to another Mpho proves to you that it doesn t have to be this way There s a way to turn it around Whether you are interested in self help or not this book will challenge you to discover your own truths grow some live with passion it is a story

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