

<<工作场所的沟通 Communi>>

图书基本信息

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作者：Eunson, Baden

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内容概要

Communication in the Workplace is a revealing snapshot of how organisations really work. In workplaces throughout Australia and across the planet, billions of messages are sent in various forms every day, but not all of them get through. Of those that do, many are misunderstood. Communication breakdown is just as common as communication effectiveness, but it doesn't have to be that way. Become a more effective communicator by finding out how messages can be sent - and distorted - by differing channels, including: * memos * emails * meetings * teleconferencing * instant messaging. Expert communicator Baden Eunson shares insights about the informal organisation, networking, how to know when messages are being lost due to cultures of silence, silos or empires (and what to do about it), and explains how knowledge management can help you get your message across.

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