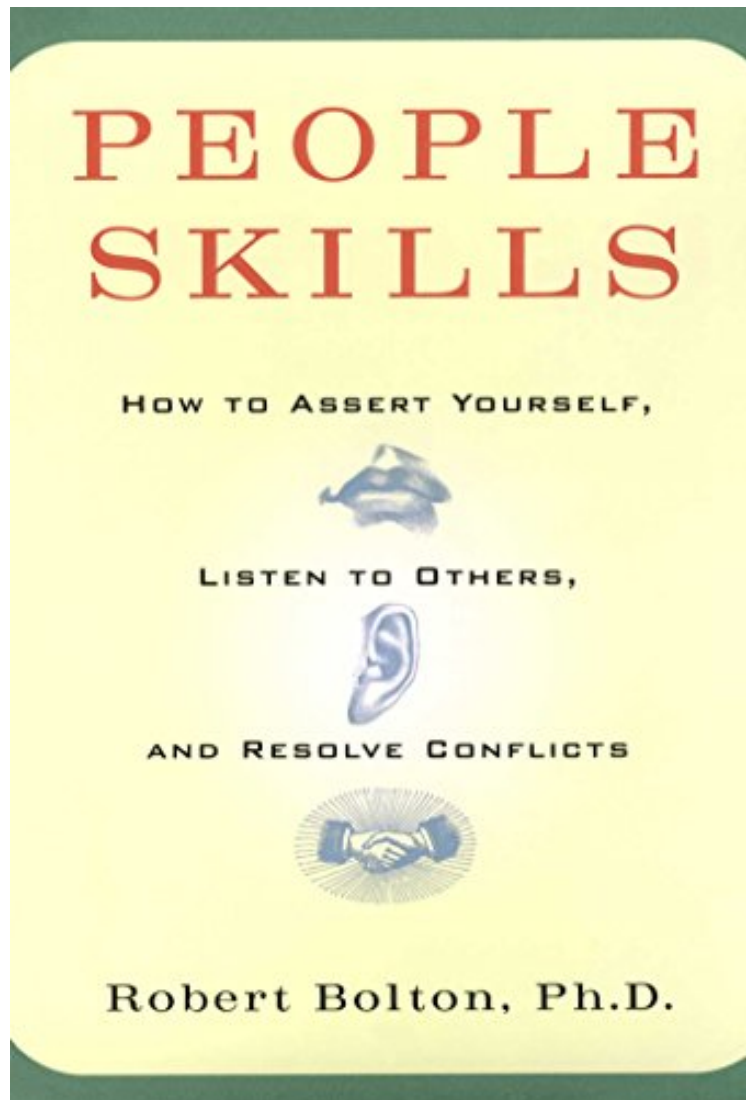


(Free read ebook) People Skills

## People Skills

*Robert Bolton*

*ePub / \*DOC / audiobook / ebooks / Download PDF*



 Download

 Read Online

#86866 in eBooks 2009-11-24 2009-11-24 File Name: B003BFXAS0 2.49 | File size: 60.Mb

**Robert Bolton : People Skills** before purchasing it in order to gage whether or not it would be worth my time, and all praised People Skills:

1 of 1 people found the following review helpful. David LawsonBy David LawsonI chose this rating because the content in this book answered all my questions, and concerns. It is very informative, and practical. The material went above and beyond. It also co related to other literature I have recently read. I enjoyed everything about the book, and the only thing I can say negative about the material, is it revealed how much I did not know. I highly recommend the book for any needing help to improve communication skills. As a paramedic the skills are greatly needed! Thank you0 of 0 people found the following review helpful. Five StarsBy short4lifeGreat book. Have recommended to my

friends. 1 of 1 people found the following review helpful. I attended one of their 2 day sessions back in ...By M. L. FritzI attended one of their 2 day sessions back in the 80's and it definitely helped me with interpersonal skills. I gave my old copy to a friend in advance of a job interview, so this is my replacement copy.

Improve your personal and professional relationships instantly with this timeless guide to communication, listening skills, body language, and conflict resolution. A wall of silent resentment shuts you off from someone you love.... You listen to an argument in which neither party seems to hear the other.... 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.