



focus on leaders, by McKee, Kemp and Spence ; Communicating for success, by Kossen, Kiernan and Lawrence ; Management: theory and practice, 5th edn, by C Professional business skills, 2nd edn, by Perlit ; Your business degree, by McCulloch and Reid ; Business communication essentials, 6th edn, by Bovee and Thill ; Managerial communication: effective business writing and speaking, 10th edn, by Munter and Hamilton.

Managerial Communication Geraldine E. Hynes 2018-01-20 A Practical, Strategic Approach to Managerial Communication Managerial Communication: Strategies and Applications focuses on communication skills and strategies that managers need to be successful in today's workplace. Known for its holistic overview of communication, solid research base, and focus on managerial competencies, this text continues to be the market leader in the field. In the Seventh Edition, author Geraldine E. Hynes and co-author Jennifer R. Veltsos preserve the book's strategic perspective and include new updates to reflect the modern workplace. The new edition adds a chapter on virtual communication that explains how to design documents, memorable presentations, and impactful graphics. New coverage of virtual teams, virtual presentations, and communication help students avoid common pitfalls when using technology. "This is probably the best book on Managerial Communication in the market." –Astrid California State University San Bernardino

Power Listening Bernard T. Ferrari 2012-03-01 Listening is harder than it looks- but it's the difference between business success and failure. Nothing causes bad listening organizations as often as poor listening. But Bernard Ferrari, adviser to some of the nation's most influential executives, believes that such missteps can be avoided. The skills and habits of good listening can be developed and mastered. He offers a step-by-step process that will help readers become active listeners, able to succeed in any conversation. Ferrari reveals how to turn a tin ear into a platinum ear. His practical insights include: Good listening is hard work, not a passive activity Good listening means asking questions, challenging all assumptions, and understanding the context of every interaction Good listening results in a new clarity of focus, greater productivity, and an increased likelihood of making better decisions Good listening can be the difference between a long career and a short one

Guide to Managerial Communication Mary Munter 2013-08-06 For undergraduate and MBA courses in Management Communication, Writing, and Oral Presentations. Also a useful reference for Executive Seminars/Workshops. A brief, professional, reader-friendly guide to improving managerial communication. Guide to Managerial Communication is a clear, concise, practical text for cultivating effective written and oral communication in a managerial, business, government, or professional setting. Essentials of Business Communication Mary Ellen Guffey 2012-01-15 ESSENTIALS OF BUSINESS COMMUNICATION, 9TH EDITION presents a streamlined approach to business communication that includes unparalleled resources and author support for instructors and students. ESSENTIALS OF BUSINESS COMMUNICATION provides a four-in-one learning package: authoritative text, practical workbook, self-teaching grammar/mechanics handbook, and premium Web site. Especially effective for students with outdated or inadequate language skills, the Ninth Edition offers extraordinary print and digital exercises to help students build confidence as they learn grammar, punctuation, and writing guidelines. Textbook chapters teach basic writing skills and then apply these skills to a variety of e-mails, memos, letters, reports, and resumes. Realistic model documents and structured writing assignments help students build lasting workplace skills. The Ninth Edition of this award-winning text includes increased coverage of electronic messages and digital media, redesigned and updated model documents to introduce students to the latest business communication practices, and extensively updated exercises and activities. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The Financial Controller and CFO's Toolkit David Parmenter 2016-09-19 Simplify and streamline your way to a winning legacy The Financial Controller and CFO's Toolkit is a hybrid handbook and toolkit with over 100 lean practice solutions and a wealth of practical tools for senior financial managers of small, midsized and large organizations. This book outlines the mindset of paradigm shifters relevant to future-ready finance teams, and contains guidelines on how to become an effective change leader. From world leading expert David Parmenter provides the insight and tools you need to reach your true leadership potential and achieve more for your organization. With templates and checklists, this book helps you adhere to the best practices in reporting, forecasting, KPIs, planning, strategy, and technology. The companion complete toolbox for positive, entrenched change—gives you access to additional resources that reinforce The Financial Controller and CFO's Toolkit strategy. The second edition has been updated to reflect the latest practices and technology to streamline your workflow and get more done in less time—without sacrificing accuracy. As an all-in-one resource for the CFO role, this book provides a clear, practical strategy for demonstrating your value to your organization. Selling and managing change effectively Get more accurate information from your KPIs Attracting, recruiting and retaining talented staff Invest in and implement new essential tools wisely in 21st century technologies Report the month-end within three days, implement quarterly rolling forecasting, complete the annual plan in two weeks or less Turn your firm into the 21st century with key tools that get the job done. Be the CFO that your organization needs and the leader that your teams deserve. The Financial Controller and CFO's Toolkit gives you everything you need to achieve more by doing less.

Interpersonal Communication in the Diverse Workplace Geraldine Hynes 2023-02-10 Foregrounding the vital importance of interpersonal communication and cultural competence in the workplace, this book offers concise, practical strategies for daily communication in a global business environment. The workplace is steadily becoming more diverse, and cultural competence is widely recognized as a key to success, in terms of revenue, profit, market share, and workforce productivity. This and other factors are the two cornerstones for effective interpersonal communication, facilitating relationship development, improving job satisfaction, commitment, trust, and leading to performance and organizational success. The effectiveness of diversity training sessions and cultural guidebooks can vary – business professionals need a book that presents more than descriptions of culture-bound business practices or prescriptions for valuing diversity. This book is that practical solution, presenting a conceptual model along with tools to put it to work from day one, including cases and examples. With its strategies for reducing diversity miscues, techniques for handling uncomfortable conversations, and innovative ways to bridge cultural gaps, this book will help current and aspiring leaders across industries build rapport and promote constructive behaviors in a diverse work environment, resulting in organizational success.

Today's Business Communication Jason L. Snyder 2014-01-31 This handy guide to excellent business communications is perfect for anyone, whether preparing for a new career, launching a career, or advancing in a career. Future savvy business professionals understand that every organization expects employees to be exceptional business communicators and this book will get you there. Inside, the authors lead you through the most frequently encountered business communication situations with years of marketing and communication experience. Their success will give you very accessible, entertaining, and informative answers to your questions. Also included are anecdotes from business professionals from different industries.

Project Communication from Start to Finish Geraldine E. Hynes 2019-06-13 Research shows that 90 percent of a project manager's time is spent communicating with various stakeholders. This book offers strategies that enhance communication throughout the project cycle and describes innovative techniques for bridging cultural differences, increasing understanding, and ensuring project success.

Data, Models, and Decision Making Dimitris Bertsimas 2004 Combines topics from two traditionally distinct quantitative subjects, probability/statistics and management science/optimization, in a unified treatment of quantitative methods and models for management. Stresses those fundamental concepts that are most important for practical analysis of management decisions: modeling and evaluating uncertainty explicitly, understanding the dynamic nature of decision-making, using historical data to make limited information effectively, simulating complex systems, and allocating scarce resources optimally.

Effective Reports for Managerial Communication Diana Treece 1990

Project Management Harold Kerzner 2009-04-03 The landmark project management reference, now in a new edition Now in a Tenth Edition, this industry-leading project management "bible" aligns its streamlined approach to the latest release of the Project Management Institute's Project Management Body of Knowledge (PMI®) (PMBOK® Guide), the new mandatory source of training for the Project Management Professional (PMP®) Certification Exam. This outstanding edition gives students and professionals a profound understanding of project management with insights from one of the best-known and respected authorities on the subject. From the intricacies of organizational behavior and structure that can determine project success to the planning, scheduling, and controlling processes vital to effective project management, the new edition thoroughly covers every key component of the subject. This Tenth Edition features: New sections on scope changes, exiting a project, managing virtual teams More than twenty-five case studies, including a new case on the Iridium Project covering all aspects of project management More than 125 multiple-choice questions (PMI, PMBOK, PMP, and Project Management Professional are registered marks of the Project Management Institute, Inc.)

Managerial Communication Reginald L. Bell 2014-09-05 The first book of its kind to offer a unique functions approach to managerial communication, Managerial Communication explores what the communication managers actually do in business across the planning, organizing, leading, and controlling functions. Focusing on the application and application that will help managers and future managers understand the practices of management communication, this book combines ideas from industry and popular culture, news events, and academic articles and books written by leading scholars. All of the levels of communication (intrapersonal, interpersonal, group, organizational, and intercultural) play a role in managerial communication and are discussed thoroughly. The top, middle, and frontline communications in which managers engage are also addressed. Expounding on theories of communication, the authors relate them to the theories of management—such as crisis management, impression management, equity theory, and effective presentation skills. These are the skills that are invaluable to management.

Persuading with Data Airo Kazakoff 2022-03-29 An integrated introduction to data visualization, strategic communication, and delivery best practices. Persuading

provides an integrated instructional guide to data visualization, strategic communication, and delivery best practices. Most books on data visualization focus on graphs. This is the first book that combines both explanatory visualization and communication strategy, showing how to use visuals to create effective communication, convince an audience to accept and act on the data. In four parts that proceed from micro to macro, the book explains how our brains make sense of graphs; how to create effective graphs and slides that support your ideas; how to organize those ideas into a compelling presentation; and how to deliver and defend data to an audience. *Communicating with Data* is for anyone who has to explain analytical results to others. It synthesizes a wide range of skills needed by modern data professionals, providing a core framework for creating effective business communications. Readers will learn how to simplify in order to amplify, how to communicate data analysis, how to prepare for audience resistance, and much more. The book integrates practitioner and academic perspectives with real-world examples from a variety of industries, organizations, and cultures. It is accessible to a wide range of readers—from undergraduates to mid-career and executive-level professionals—and has been tested in settings that include academic and workplace training sessions.

Business Communication for Success Scott McLean 2010

Communications James Carberry 2017-05-15 Improving communication is one of the most important – and challenging – issues that management accountants face. A global survey of CFOs, Ernst & Young said: "Despite two thirds of respondents saying that increasingly they act as the public face of the organization, most point to communication and influencing as the most important area for improvement." In this publication you will learn: How do management accountants know if they are effectively communicating? What are the most effective techniques for improving their communication skills? This book is specifically designed to meet the needs of management accountants. It draws on interviews with finance professionals at every level of corporate accounting, as well as with communication consultants, recruiters and educators. It looks at how management accountants communicate inside and outside their organizations, identifies best practices, and gives hands-on examples that accountants can use right away. Readers will discover how to: Move their current communication skills to a higher level. Recognize the importance of communication within the context of their financial manager function. Understand the right way to deliver bad news and resolve conflicts. Manage the impact of new technologies on traditional communication channels. Develop the skills to use active listening as the foundation for positive communication tactics.

Business Communication Mary Munter 1987

Management Angelo Kinicki 2019-03-21

The Leader as Communicator Robert P. Mai 2003

Guide to Managerial Communication Mary Munter 2003 For Management Communication courses at both the undergrad and MBA level. This book is written for anyone who needs to communicate in today's business or professional environment. This newly-revised sixth edition summarizes practical skills for communication strategy and speaking.

Business and Professional Communication Tom B. Curtis 1992

Corporate Communication Paul A Argenti 2012-09-04 Corporate Communication, 6th Edition shows readers the importance of creating a coordinated corporate communication system, and describes how organizations benefit from important strategies and tools to stay ahead of the competition. Throughout the book, case examples of company situations relate to the chapter material. These cases provide readers with the opportunity to participate in real decisions that managers face in a variety of real problems.

Leading With Communication Teri Kwal Gamble 2012-09-13 Leading with Communication, by bestselling authors Teri and Michael Gamble, prepares today's students to acquire skills, develop a global perspective, and master the technology they need to enhance their visibility and credibility as leaders. Addressing leadership from a global perspective, the book facilitates in readers the ability to nurture their leadership and team-building talents. The book's emphasis on skills, including its focus on global and technological competencies that support the performance of leadership, promotes in students the ability to think critically and imaginatively. With this book, students will learn to communicate effectively as they also learn how to inspire confidence, foster innovation, and build an effective team.

Public Speaking Steven D. Cohen 2019-09-30 Public Speaking: The Path to Success guides students through the process of preparing and delivering a successful speech.

With new material on informative and persuasive speeches, this edition explores a unique set of insights that students can use right away to become more effective speakers. It offers step-by-step advice and updated examples to help students through every stage of the process -- from analyzing their audience to presenting their ideas.