

Perfect Phrases for Communications (EBOOK BUNDLE)

Lawrence Polsky, Susan Benjamin



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Conflict in the workplace is inevitable. But you don't have to sit back and watch it spread into an uncontrollable fire. When you have the right words and phrases on hand, you can resolve any disagreement and get things back on track in no time—and *Perfect Phrases for Communications* provides everything you need at the touch of a button.

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Get access to hundreds of ready-to-use phrases, dialogs, and practice scripts to help you rise above any workplace conflict and focus on solving the problem. This handy, quick-reference guide provides effective language for dealing with:

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- An underperforming employee
- A peer's disruptive work habits
- Unreasonable or unethical customer requests
- Abrupt, rude, and unprofessional coworkers

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Whether you work for the proverbial "boss from hell," manage an office packed with "personalities," or juggle in a three-ring circus of cranky clients, crazy customers, and annoying associates, you'll find just the right words for every situation, including:

- Dealing with brutal bosses and confrontational coworkers
- Turning explosive situations into mutually rewarding ones
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