



Successful People Skills in a Week (Teach Yourself)

Christine Harvey

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The ability to communicate effectively is crucial to anyone who wants to advance their career.

Written by Christine Harvey, a leading expert on workplace communication, this book quickly teaches you the insider secrets you need to know to in order to communicate better.

The highly motivational 'in a week' structure of the book provides seven straightforward chapters explaining the key points, and at the end there are optional questions to ensure you have taken it all in. There are also cartoons and diagrams throughout, to help make this book a more enjoyable and effective learning experience.

So what are you waiting for? Let this book put you on the fast track to success!

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