Communication for International Business: The Secrets of Excellent Interpersonal Skills

By Bob Dignen, Ian McMaster

HarperCollins Publishers. Paperback. Book Condition: new. BRAND NEW, Communication for International Business: The Secrets of Excellent Interpersonal Skills, Bob Dignen, Ian McMaster, Master the art of communication with Collins Communication for International Business. Enhance your business relationships and enjoy greater success for you and your business. English may be the language of international business, but when talking to colleagues or business partners it can be clear that we're not always speaking the same language. Collins Communication for International Business will give you the strategies you need to communicate interpersonally with colleagues at home and overseas in the increasingly diverse and complex field of international business. It contains clear and practical advice from experts in the field of international business and communication to ensure you can build and enhance the relationships you need to be successful. * Part 1 covers fundamental communication skills, enhancing your presentation skills and interactions with colleagues and business partners. * Part 2 enables you to develop the specific skills needed for building and maintaining successful business practices and relationships, with topics such as 'Networking', 'Influencing' and 'Managing conflict'. * Part 3 focuses on improving your skills when working in teams and when communicating via email, telephone...

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