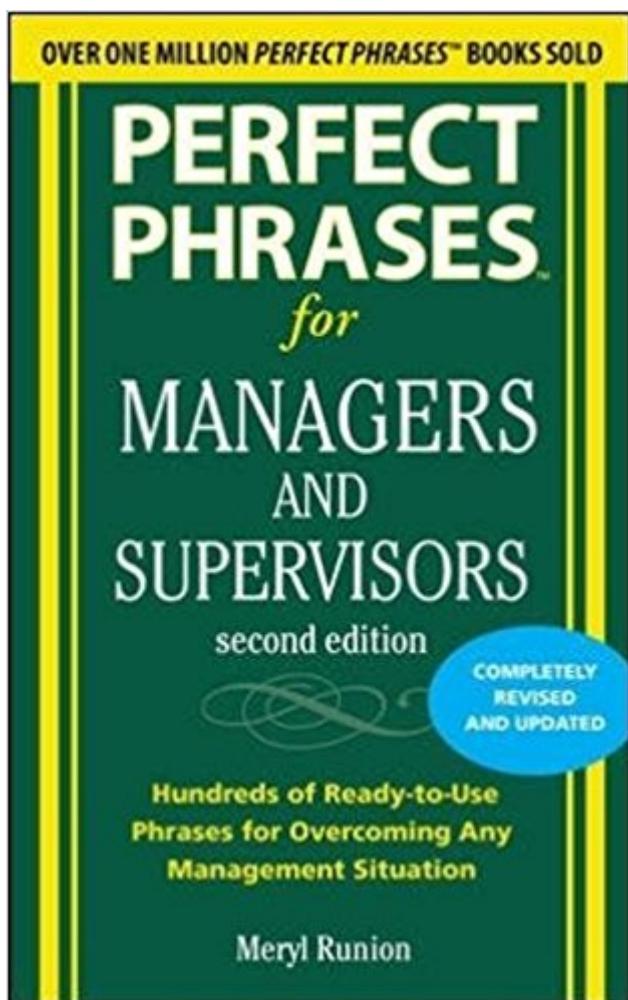


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# Perfect Phrases For Managers And Supervisors, Second Edition (Perfect Phrases Series)



## **Synopsis**

The Right Phrase for Every Situation . . . Every Time Communication is the single most important skill for excelling as a manager. What you say and how you say it sets the tone for your department and your entire organization. Perfect Phrases for Managers and Supervisors, second edition, has been completely revised to help you communicate in today's workplace, where collaboration, cooperation, and personalization are critical to building an efficient, productive work environment. Learn the most effective language for:

- Setting a tone of mutual trust and respect
- Dealing with difficult employees and delicate problems
- Conducting interviews and performance reviews
- Empowering your people
- Disciplining workers or terminating employment

## **Book Information**

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## **Customer Reviews**

Meryl Runion is president and CEO of SpeakStrong, Inc., and a Certified Speaking Professional.

If you are responsible for writing your own goals, objectives, performance impacts, and/or those of your staff, here's a great resource. It is challenging to write numerous annual evaluations and semi-annual feedback. If nothing else, I found that the content helped pull my thoughts in the appropriate direction. Great staff deserve to have a strong writer who can provide clear, topical language that illustrates talents and promotes skills.

The Perfect Phrases series is such a targeted resource--just like Perfect Phrases for Performance Reviews. This one for Managers and Supervisors is excellent for all who are, or aspiring to be, direct supervisors and managers of teams of people.

I got the Kindle version intentionally so I can go to my phrases easily even when a person is present. It's quick and easy for a new supervisor who is also probably reading tons of other wordy less direct books to enhance their leadership skills.

In my opinion, this book is mainly just a collection of questions, most of which seem to be a variation of "what do you think of...?". One of the suggested phrases was "exactly!" - thanks, but i think i could come up that on my own. I wouldn't recommend it.

Dumbest book ever.. its almost a joke to read! Lol

Great for a new manager looking to start out in the right foot. Or an existing one needing fresh new ideas.

Love the section on questions to ask for interviews. I plan on using some of them. The author even explains why these questions work

Great book this has really helped me with monthly and yearly employee appraisals and chronological reports. I constantly refer back to it.

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