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How to Say It at Work, Second Edition: Power Words, Phrases, and Communication Secrets for Getting Ahead (How to Say It...)

Jack Griffin

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A fully revised edition of the bestselling communication tool.

This revised edition includes new advice on the latest developments in the workplace since the book?s initial publication ten years ago.

Along with a new chapter on digital communication, each original chapter includes a discussion of topics such as diversity issues, team building, green business, and more. In addition, the revision includes a new chapter on the art of the effective argument, with a step-by step emphasis on building a persuasive case and acquiring the skills necessary for disagreeing without being disagreeable.

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