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Written in clear non technical language this book explains how employees and employers can maximize internal and external organizational communication for both personal benefit and to the entity as a whole **Workplace Communication for the 21st Century Tools and Strategies That Impact the Bottom Line** explains and simplifies what organizational communication scholars have learned presenting this knowledge so that it can be easily applied to generate tangible benefits to employees and employers as they face everyday challenges in the real world This two volume work discusses internal organizational and external organizational communication separately first explaining how communication functions within the confines of a modern organization then addressing how organizations interact with various stakeholders such as customers clients and regulatory agencies The expert contributors provide a thorough and insightful view on organizational communication and supply a range of strategies that will be useful to practitioners and academics alike [Resources in Education](#) , 1999-04

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Workplace Communications for Engineering Technicians and Technologists David Rigby, 2001 Workplace Communications for Engineering Technicians and Technologists focuses on speaking skills and oral communication in the work environment It includes information on the mechanics of communication group presentations interview skills and overcoming environmental and social barriers to communication To help illustrate the concepts and present a practical approach to the material the text includes the following features Chapter summaries highlights of each chapter that provide a quick review of the main topics Chapter ending projects and activities review and application activities that allow readers to apply the concepts presented Group projects activities that help foster group communication skills and teamwork In addition to these features almost every chapter includes Work in Progress a case study that highlights the concepts presented in the chapter in terms of real world activities This case study by an engineering technician is a commentary on the need for communication skills for technicians

Communication Skills in Nursing, Health and Social Care Bernard Moss, 2020-03-30 Presented in a unique and easy to use dictionary format this practical guide will help students and practitioners understand and apply the principles of effective communication

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Business and Professional Communication Kelly Quintanilla Miller, Shawn T. Wahl, 2023-02-14 Organized around the transition from student to professional life Business and Professional Communication Fifth Edition gives readers the tools they need to move from interview candidate to team member to leader Coverage of new communication technology and social media and an emphasis on building skills for business writing and presentations help students gain a deeper understanding of the role of communication in successfully handling situations like job interviewing providing feedback to supervisors and working in teams This title is accompanied by a complete teaching and learning package Learning Platform Courseware SAGE Vantage is an intuitive learning platform that integrates quality SAGE textbook content with assignable multimedia activities and auto graded assessments to drive student engagement and ensure accountability Unparalleled in its ease of use and built for dynamic teaching and learning Vantage offers customizable LMS integration and best in class support It's a learning platform you and your students will actually love Assignable Video

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Creating a Mentoring Program Annabelle Reitman, Sylvia Ramirez Benatti, 2014-04-21 Engage your employees with a mentoring program that spans across the generations With a workforce full of varying degrees of experience the focus is often on the challenges of balancing a multigenerational staff But what can be overlooked is what these generations can learn from each other Senior members in organizations have expressed that they continually want to learn and not only teach These findings lead Reitman and Benatti to create the Mentoring Partnership Model which is a way for new and seasoned employees to partner and learn from each other This book is a two part presentation of how to implement this model into your organization a facilitator s

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Perspectives on Workplace Communication and Well-Being in Hybrid Work Environments Duarte, Alexandre, Dias, Patrícia, Ruão, Teresa, Andrade, José Gabriel, 2023-05-08 The world has been facing the effects of the COVID 19 pandemic for over two years now Daily life changed dramatically and social distancing and remote working have become the new normal Research about how people are facing these challenges points to common findings and concerns The pandemic has enhanced inequalities taken a toll on mental health and increased the use of digital technologies Many workers are suffering from digital fatigue and struggle to self regulate their life work balance as the permanent digital connection to work is reinforced and they struggle with the blurred borders concerning privacy leisure and rest In this context it is vital to research how organizations have reinvented themselves to cope with the COVID 19 pandemic and understand which of the reactive workplace communication practices and improvised solutions were considered advantageous Perspectives on Workplace

Communication and Well Being in Hybrid Work Environments presents different approaches that explore the impact of the COVID 19 pandemic on workplace communication focusing specifically on internal communication mapping new communication practices and assessing their consequences namely the well being of the workers who are coping with these changes The book combines a scientific exploration of these ongoing changes as we transition to a post COVID 19 world with a collection of examples and best practices that help organizations in supporting their members through these transformations and in nurturing their well being Covering topics such as cross department process dependencies hybrid work environments and wellbeing strategies this premier reference source is a vital resource for business leaders and managers IT managers human resource professionals students and educators of higher education librarians researchers and academicians

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Strategic Communication in Business and the Professions Dan O'Hair, Gustav W. Friedrich, Lynda Dee Dixon, 2008 Designed for introductory business and organizational communication classes this successful multi edition book focuses on helping the reader to master the four essential elements of effective communication setting goals knowing the audience mastering skills and managing anxiety The Sixth Edition addresses current challenges to business communication created by advances in new technology the global marketplace shifting communication priorities and diversity within the workforce

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