

## Mastering Communication at Work: How to Lead, Manage, and Influence (Business Books)

By Ethan F. Becker, Jon Wortmann

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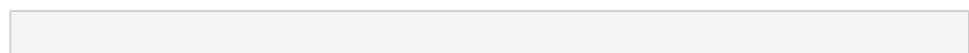
*Mastering Communication at Work* is based on 45 years of research and working with over half-a-million clients around the world. From leaders of countries to leaders of companies to people just starting out in their career, Becker and Wortmann teach techniques that start with the essential wisdom of Aristotle and include the best practices in today's global organizations.

The book includes interviews with leaders who reveal the inside story of the communication secrets at:

- **The White House**  
Doris Kearns Goodwin, presidential historian and Pulitzer Prize winning author
- **Google**  
Laszlo Bock, Vice President, People Operations
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- **Harvard Business School**  
Tony Mayo, Director of the Leadership Initiative
- **The New York Giants**  
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*Mastering Communication at Work* provides clear, actionable advice you can put to use right away and simple drills to practice during your next meeting, one-on-one conversation?or even sitting at your desk.

Use *Mastering Communication at Work* as your coach and you'll see immediate results in yourself, your people, and your organization.



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### Editorial Review

From the Back Cover

#### Learn the secrets of today's greatest communicators!

Communication is a make-or-break skill for leaders and managers in every industry and workplace. *Mastering Communication at Work* delivers the skills you need to build your confidence, motivate your people, and, ultimately, enact measurable change throughout your organization.

Even people who seem to have a natural gift for leadership must practice the nuances of how they communicate every day. With the help of this book, anyone can learn the craft of powerful communication, and top performers can continuously hone their technique.

Providing expert insight into the subtleties of communication that affect the behavior of others, *Mastering Communication at Work* is designed to help you practice and test your new skills so you can quantify your progress. In no time, you will learn how to:

- Empower teams
- Reduce stress
- Garner trust
- Deliver memorable presentations
- Satisfy clients

Whatever your level of leadership or management, Becker and Wortmann teach essential communication skills?from creating a connection the moment you meet someone to effectively dealing with crisis situations requiring immediate action.

If you want your voice heard in every meeting, if you want others to share your vision, if you want your team to deliver results?you must become a master communicator. This book will put you on that path.

About the Author

**Ethan F. Becker** is president and second generation speech coach with The Speech Improvement Company, Inc.

**Jon Wortmann** is a Harvard trained speaker, advisor, and author. He is principal at Muse Arts, LLC, a think tank and consultancy for leaders.

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