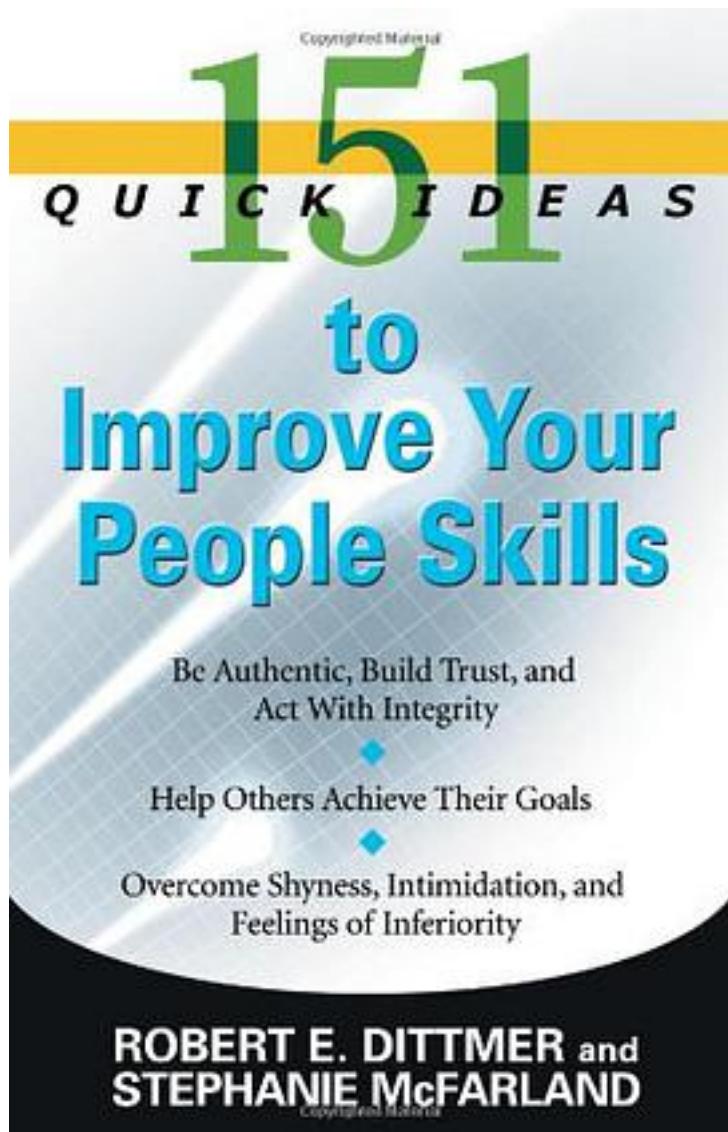


# 151 Quick Ideas to Improve Your People Skills



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Do you work with other people? Fellow employees; your boss; customers; vendors; colleagues? Of course, we all work in organizations comprised of people. People with whom we must have strong, positive relationships in order to ensure our own success as well as the organization's. Do we get any training or education on this key skill at our companies? Rarely. 151 Quick Ideas to Improve Your People Skills is constructed to help everyone do a better, more effective job of working with others. These ideas are culled from the study of human behavior, relationships, and communication. Everything here will help you be more effective, efficient and in control of your relationships with people. In this book you will:

- \* Learn the difference between social intelligence and technical knowledge
- \* Create friends, allies, and supporters
- \* Learn how to analyze tough personal situations and solve them
- \* Understand when and how to negotiate

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