



Guide to Managerial Communication

Effective Business Writing
and Speaking

Sixth Edition

Mary Munter

Prentice Hall Series in
Advanced Business Communication

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Huangqi Zhang



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Communication courses at both the undergrad and MBA level This book is written for anyone who needs to communicate in today s business or professional environment This newly revised sixth edition summarizes practical skills for communication strategy writing and speaking Persuasion William Strong,1996 Guide to Managerial Communication Mary Munter,Lynn Hamilton,2013-01-01 **Creating an Environment for Successful Projects, 3rd Edition** Randall Englund,Robert J. Graham,2019-10-01 Now in its third edition this project management classic has been updated with an array of field tested tools to help upper management ensure the success of projects within organizations For over twenty years Creating an Environment for Successful Projects has been a staple for upper managers who want to help projects succeed This new edition includes case studies from companies that have successfully applied the approach along with practical tools such as templates surveys and benchmark reports for savvy leaders who want to ensure project success throughout their organizations The insights in this book will help management speed projects along instead of getting in their way All too often well intentioned managers put roadblocks in the team s way instead of empowering them with the tools they need to succeed This approach to project environments grounded in decades of research and practice will help you make your organization the most project friendly it s ever been Organizational changes rarely work unless upper management is heavily involved Although project managers are most closely responsible for the success of projects upper managers are the ones who ultimately create an environment that supports those projects The way upper managers define structure and act toward projects has an important effect on the success or failure of those projects and consequently the success or failure of the organization This book helps all managers understand the need for project management changes and shows how to develop project management as an organizational practice **Supervision** Samuel C. Certo,2003 Certo s SUPERVISION prepares students to be supervisors It is based on the premise that organizational variables like the nature of the workforce computer and communication technology and the design of organization structures are changing perhaps more rapidly than at any other time in history All of these factors have a direct influence on supervisors roles The Routledge Handbook of Organizational Leadership Communication Guowei Jian,Gail T. Fairhurst,2025-04-30 This handbook captures a rapidly developing body of scholarship to map out the terrain of leadership communication and stimulate interdisciplinary dialogue among leadership communication scholars for future research The Routledge Handbook of Organizational Leadership Communication surveys various areas of leadership communication critically assesses their development and proposes guidance for future research It begins by addressing prominent theories or emerging theoretical perspectives that help conceptualize leadership communication ranging from collective leadership approaches and critical perspectives to theories of practice and communicative constitution of organization The second section focuses on reviewing the latest research on leadership communication in various organizational contexts such as work teams hybrid and virtual work contexts and interorganizational collaboration Informed by diverse theoretical perspectives chapters in the final section examine the

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