"Not only provides us with greater understanding on how the brain works, but also gives us useful tools on how to make the brain work for each of us" Stephen M R Covey, author of The Speed of Trust, and co-author of Smart Trust

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and how it interprets information thereby helping them to process information more effectively and create stronger relationships and networks Chapters take students through all the core areas of communication from face to face encounters and email to social media and online conferences and contain top tips and activities throughout Practical Business Communication is an essential resource for students of all disciplines looking to boost their communication skills

Neuro-Sell Simon Hazeldine, 2013-11-03 Anyone involved in sales faces huge challenges these days from fierce global competition and increased pressure on margins to the power of internet savvy buyers and difficulties with getting time with prospective buyers To succeed in sales something more than the traditional techniques is needed Neuro Sell presents an effective brain based approach to selling that is sensitive to what s going on in the customer s mind Neuro Sell helps readers understand the importance of the unconscious and get below the surface of what people say to recognise what they really mean Packed with examples guizzes templates and interactive exercises it develops readers skills in building sales relationships with the four main types of buyer and outlines the five stages of neuro negotiating that will help give readers the competitive edge Mastering Coaching Max Landsberg, 2015-10-01 Coaching is one of the most sought after leadership skills vital for anyone who wants to develop a team of people who will perform effectively but are also motivated and relish working together It's also a dynamic discipline which in recent years has developed and grown to embrace theory and practice from a wide range of other disciplines frameworks and models Mastering Coaching starts by asking what skills an effective coach must now possess to boost the performance of their coachees In response it summarises the most important research in areas such as neuroscience sports psychology and mindfulness positive psychology mastery and goal setting and offers a clear simple and practical guide to how this new thinking can help coaches and managers to develop their own coaching practice Written by Max Landsberg executive coaching and professional development expert and author of the perennial bestseller The Tao of Coaching Mastering Coaching goes beyond the basics of coaching by providing insights which offer a proven route map to coaching success Practical and jargon free the book will equip readers with the techniques and tools necessary to take their coaching to the next level *Monotasking* Staffan Nöteberg, 2021-06-01 Tips and tricks to cut down your to do list and avoid procrastination Are you prone to delaying all those projects you need to complete Is that checklist getting just a little too daunting Don t get sucked into the spiral of procrastination Start checking off that to do list with Monotasking In this simple easy to follow book author Staffan N teberg shares his effective and powerful monotasking method to help you strengthen your self control and improve your focus on those daily tasks No more delaying the inevitable Sure you d rather be reading that new book or watching the game but those things need to get done And you know you ll have a much better time if you don't have your to do list looming over you In just six chapters you will be up and eagerly completing all those chores even the ones that you hate These chapters detail easy steps to improving your get up and go and clearing off that chore list They include Cut to do tasks Focus on one thing Never delay Work step by step Simplify

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van Horen,2025-03-13 A tour de force Drawing on cognitive psychology neuroscience and her own experience this book offers compelling lessons for how busy people can lead better lives Richard Layard What if the key to a happier more balanced life was already inside your head As a professor of financial economics Neeltje van Horen excelled in a demanding career but constant self doubt and stress left her feeling stuck Seeking a way out she turned to neuroscience and psychology and discovered how retraining her brain one small habit at a time transformed her life In Ignite van Horen shares her journey and her discoveries Blending relatable stories cutting edge research and practical strategies she reveals how small intentional changes can deliver meaningful results Recognising that everyone s path is unique she offers a range of techniques helping you discover what aligns best with your needs and aspirations Whether you re looking to boost mental performance break free from negative thought patterns or restore balance in your life Ignite gives you the tools to unlock your brain s potential and change your life

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