



**Communication Skills: 21ST CENTURY TIPS
AND STRATEGIES ON HOW TO IMPROVE
YOUR COMMUNICATION SKILLS: IT IS NOT
WHAT YOU SAY, IT IS WHAT THEY THINK
IT MEANS (Communication Series 101)**

J. K. Smith

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How To Communicate Effectively with Anyone

It is not what you SAY, It is what They THINK it means

Learn the key strategies to use to enhance your listening and speaking skills.

Change the way you communicate with people and see a dramatic change in your communication skills.

Learn the seven Cs of effective communication and the six powerful keys of communication skills.

Discover the Four Types of Communication Styles

Learn the best communication style to adopt in all your communications and win people over to your side.

The communication style you use can impact on your communication skills negatively.

Learn How To Use Your Body Language

The proper use of body language in your communication is very important. Communication is more non-verbal than verbal. Therefore the need to use your body language appropriately to enhance your communication skills cannot be overstated.

Learn How To Improve Your Social Skills

Social skills are very important for leading a happy and fulfilling life. Research has shown that there is a positive connection between social skills and mental health

Harvard University Study indicates that social skills are the top factor for getting and keeping a job now.

You will discover the various ways to improve this one skill to compete in the job market.

It will also enhance your relationships and ability to work in a team.

Discover Key Strategies In Phone Communication

Phone communication skills are very vital in the 21st Century and learning these skills on how you talk to people on the phone is non negotiable. Technology revolution means more and more people are using the phone in communicating. What is your own experience with the use of phone?

Learn How To Improve Your Workplace Communication

The workplace is an environment where team work is promoted. Therefore, your understanding of workplace communication is vary essential to promote harmony within the working environment.

Learn the key strategies to adopt in this unpredictable environment and use it to your advantage and the rest of your team members.

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