

Powerful phrases for effective communication in every management situation The latest addition to the bestselling Perfect Phrases series, Perfect Phrases for Managers and Supervisors is an indispensable tool for novice to mid-level managers and frontline supervisors. Corporate communications guru Meryl Runion coaches readers in the six fundamentals of effective delivery, including Be Short, Specific, Targeted, and Say What You Mean, Mean What You Say, and Dont Be Mean When You Say It. And she arms them with: Hundreds of perfect phrases for every phase of management, from supervising operations, to performance reviews, to communicating the companys mission Expert advice on effective communication, with tips on what to say and what not to say, establishing the right tone, establishing authority, and more Phrases for hundreds of specific tasks, including delegating, giving feedback, empowering employees, handling emotional employees, disciplining, and terminating

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