

[Free and download] Communication Miracles at Work: Effective Tools and Tips for Getting the Most from Your Work Relationships

Communication Miracles at Work: Effective Tools and Tips for Getting the Most from Your Work Relationships

Matthew Gilbert

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Matthew Gilbert : Communication Miracles at Work: Effective Tools and Tips for Getting the Most from Your Work Relationships before purchasing it in order to gage whether or not it would be worth my time, and all praised Communication Miracles at Work: Effective Tools and Tips for Getting the Most from Your Work Relationships:

0 of 0 people found the following review helpful. I have 30 plus years of Leadership experience and thought ...By Tonya McHenryI have 30 plus years of Leadership experience and thought this book was very refreshing and had a lot to offer.2 of 2 people found the following review helpful. A good communication book for the optimistBy Rita VarehaThis book was a quick and easy read. It gave wonderful insight into the obstacles we face when trying to

communicate at work. There were many lists of questions in the book that you could answer for yourself that allow you to be conscious of the personality of the corporate culture in which you are operating. It was especially good at covering the differences between the styles of the masculine and feminine personalities in the workplace, and the impact of the culturally diverse workplace. After raising your awareness, the book then gives you some steps for self-improvement that will allow you to communicate better at work. Increasing your communication skills should allow the others in proximity to you to increase their skills and create the environment for those precious communication miracles at work. The book was usually good in giving you tools to recognize when you are deficient in a skill and some things that you need to practice to improve on the skill. The main weakness in this book is that some of the skills, attentive listening for example, are identified and do not come with a clear recipe of how to obtain greatness. I would have liked to see some more exercises that I could put into practice to grow in these necessary areas. The author did add a resource chapter at the end with other websites and books. Perhaps the work of finding the additional readings or exercises to grow should fall on me as the enlightened reader. Special circumstances are also covered, such as communicating with workers up and down the ladder, communicating with customers and communicating in work groups. These make the book a comprehensive overview of workplace communication in a small manual. I can recommend this book for people who feel that improvement is always possible, that people are basically good and want to do well and who believe that great communicators are not born, but grown.

4 of 4 people found the following review helpful. Gilbert's communication miracles: Is it helpful or not? By Lauren Szokoly I found this book to be quite interesting. I liked and disliked this book at the same time. I enjoyed this book because it gave me some insight on situations that could occur at work that I never thought could cause communication problems. It made me realize how many miscommunications could occur at work, other than with the normal miscommunication with a coworker or manager. Gilbert describes the various communication problems that occur not only with a coworker or boss but as well as with coworkers of the opposite sex and with customers. Gilbert also went into detail about how miscommunications can be caused by being the opposite sex from a fellow coworker, employees that feel that their manager or boss is withholding important information from them or by managers or boss's showing favoritism to certain employees. Miscommunication can also be caused by a long term problem that has not been resolved among two coworkers, employees who feel that they are superior to other employees and managers who speak down to their employees. All of Gilbert's examples made me realize that even though I have never encountered such communication problems with coworkers, but also to keep my eyes open about future miscommunications which may occur sometime throughout my working experience. Although I really enjoyed this book and found it to be helpful, I also found some qualities about the book that I particularly did not care for. Before buying this book, I read the quick summary of the book. I felt that the book was a little different from what was written in the summary. I was expecting there to be more examples related to the situation that Gilbert had discussed. I personally feel that if Gilbert gave more examples, it would be more helpful when you find yourself in a similar situation. I was expecting the book to give actual ways to handle situations. Like how to confront a coworker. I guess I was expecting a little too much from this book. Overall, I found it to be helpful and interesting and I really enjoyed reading it.

Communication Miracles at Work is about experiencing breakthrough moments of connectedness and understanding with co-workers, managers, staff members, and clients. Developed out of Matthew Gilbert's experience as an employee, communication consultant, manager, and facilitator, Communication Miracles at Work will help readers develop effective communication and relationship-building skills for achieving workplace harmony. Topics include the "corporate culture" and how it enhances or hinders the ability of people to get along, the role of stress in ineffective communication, issues of gender in talking and listening, and how to use good communication in everyday situations. Readers are carefully guided toward seeing their own personal obstacles around communicating and are given effective tools on how to make almost any workplace encounter an opportunity for personal and spiritual growth. This book is for anyone who wants to have a better day-to-day experience at work, reaching out to people wherever they are on the corporate ladder, from those just entering the workforce to more experienced workers to managers and CEOs.