

### The Leader's Guide to Influence: How to Use Soft Skills to Get Hard Results (Financial Times Series)

Mike Brent, Fiona Dent

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#### Shortlisted for the CMI Management Book of the Year 2011, Practical Manager Category

A Leader's Guide to Influence will show you how to step up your people skills and improve working relationships so you can get the business results you want.

Combing the hugely popular areas of influence and leadership, this book will show you how to step up your interpersonal effectiveness by learning how to work more successfully with those around you, be they people you manage, colleagues, client or business partners.

Through a combination of practical exercises, case studies and no-nonsense advice, this book shows you how to:

- Increase your confidence and impact.
- Communicate more effectively.
- Learn different tools, techniques and approaches when working with different types of people.
- Listen and question effectively.
- Develop rapport and empathy.
- Give better feedback.
- Deal with difficult situations and cope with conflict.



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#### **Larry Swartz:**

Spent a free time for you to be fun activity to perform! A lot of people spent their down time with their family, or their friends. Usually they accomplishing activity like watching television, about to beach, or picnic from the park. They actually doing same thing every week. Do you feel it? Do you wish to something different to fill your free time/ holiday? Can be reading a book may be option to fill your free time/ holiday. The first thing that you ask may be what kinds of publication that you should read. If you want to attempt look for book, may be the e-book untitled The Leader's Guide to Influence: How to Use Soft Skills to Get Hard Results (Financial Times Series) can be excellent book to read. May be it might be best activity to you.

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