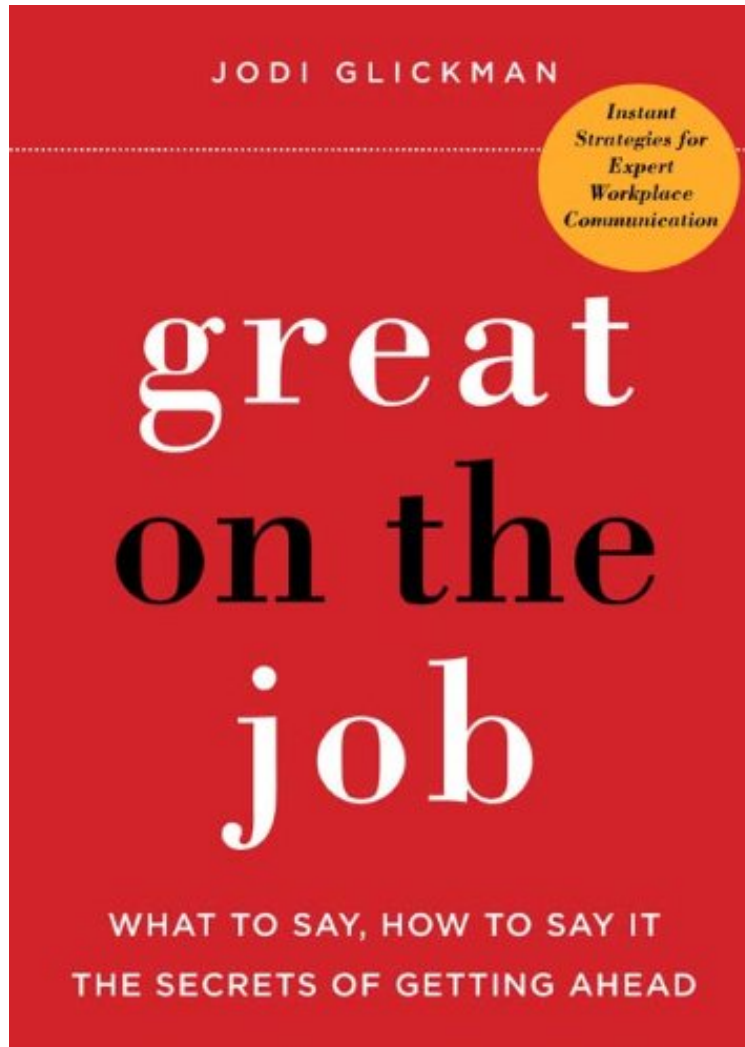


[PDF] Great on the Job: What to Say, How to Say It. The Secrets of Getting Ahead.

Great on the Job: What to Say, How to Say It. The Secrets of Getting Ahead.

Jodi Glickman

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Jodi Glickman : Great on the Job: What to Say, How to Say It. The Secrets of Getting Ahead. before purchasing it in order to gage whether or not it would be worth my time, and all praised Great on the Job: What to Say, How to Say It. The Secrets of Getting Ahead.:

2 of 2 people found the following review helpful. Actionable advice for every dayBy Mark SuttonGOTJ has wonderful advice for common workplace conversations - both for seasoned professionals and soon-to-be professionals. I appreciated that the content is very tactical, easy to implement, and based on real-life experience. This isn't one of those books that makes amazing promises on the cover but then leaves you wondering what you really learned. There are even cheat sheets in the back of the book that can be used for quick reference.It's fantastic that someone is focusing

on the skills that we should all be taught (but usually aren't). I've already recommended this book to the college students I mentor and will also personally continue to refer to it. 1 of 1 people found the following review helpful. Already seeing the benefits! By Pucksaver I read Great on the Job with the intent of using it as required reading for any new employee or volunteer of the non-profit I run, Partnership for Cures. While I was reading it, I ran across a number of items that I realized I didn't do a good job of in my own work! And I have incorporated them into my daily routine. I also found a number of things I was doing right, even though I hadn't learned it from a book, which made me feel pretty good. The first two volunteers (3 days per week, 8 hours per day) have read the book and they are doing a stellar job incorporating these lessons into their work! I am especially thankful for the piece about, "Don't go to your boss and ask if there is anything you can do." That creates EXTRA work for me when the volunteer is here to take work OFF my plate. So far, both of these volunteers have gotten that message and taken it to heart. They come to me with suggestions of what they can do, or requests to spend time learning about the organization so they can be more productive. I gave each of them a copy of the book to READ and give back. And after reading the Great on the Job they said they want to KEEP the book for reference and will buy me a new copy because they've marked up the copy I gave them. So what I thought was going to be an assignment, to read Great on the Job, that would mostly benefit me, it turns out the book was so powerful that the readers found it helped them! Kudos to Great on the Job. It is simple and it works!!! 3 of 3 people found the following review helpful. Smart, Specific, Easy to Implement By A. Lancaster Some people are always calm, cool and collected. They never are at a loss for words and don't seem to experience those awkward 'where is this conversation going' moments. I am not one of them! Well, at least not naturally. I've had to work hard to acquire the right tactics for a number of professional situations. This book would have made it much easier. This book solves dozens of work-related communication challenges. Using incredibly specific instructions and relatable case-studies, it spells out how to up your game with grace and confidence. I was so impressed with how smart and actionable the strategies are and how comfortable the proposed language is - no one will think you're taking instructions from a book. Particularly helpful for me (as an entrepreneur) were the chapters on feedback and managing a crisis and your personal elevator pitch. I also sent copies to both of my brothers who are early in their careers and will inevitably need help navigating the workplace. I feel relieved knowing they have this great tool kit at their disposal.

A much-needed "people skills" primer and master class in all facets of workplace communication Do you know how to ask for help at work without sounding dumb? Do you know how to get valuable and useful feedback from your colleagues? Have you mastered your professional elevator pitch so that every time you meet someone, they remember and are impressed by you? If you answered "no" to any of these questions, you need Great on the Job. In 2008, Jodi Glickman launched Great on the Job, a communications consulting firm whose distinguished client list includes Harvard Business School, Wharton, The Stern School of Business, Merrill Lynch, and Citigroup. Now, Glickman's three-step training program is available in book form for the first time. With case studies, micro strategies, and example language, readers will learn communication skills that can be practiced and implemented immediately. In today's economy, it's not typically the smartest, hardest working or most technically savvy who succeed. Instead, the ability to communicate well is often the most important precursor to success in the workplace. So whether you're a star performer or a struggling novice, Great on the Job will give you the building blocks you need for every conversation you'll have at work.

Advance Praise for GREAT ON THE JOB: