



Best Practices: Communicating Effectively (Collins Best Practices Series)

Garry Kranz

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In this age of digital communication, getting the right message across clearly is crucial to success. *Communicating Effectively*, a comprehensive and essential resource for any manager on the run, shows you how.

Learn to:

- Build relationships through effective communication
- Get more done via e-mail
- Draft pitch perfect letters, memos, and reports
- Conduct productive conference calls
- Deliver hard-hitting presentations

The Collins Best Practices guides offer new and seasoned managers the essential information they need to achieve more, both personally and professionally. Designed to provide tried-and-true advice from the world's most influential business minds, they feature practical strategies and tips to help you get ahead.

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