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Listening The Forgotten Skill A

Listening: The Forgotten Skill uses an interactive learning approach with worksheets, charts, graphs, and self-tests that help you pace and monitor your

own progress. About the Author
 MADELYN BURLEY--ALLEN, the founder and president of Dynamics of Human Behavior, has conducted over 2,000 seminars on listening and management for organizations around the world.

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MADELYN BURLEY-ALLEN LISTENING THE FORGOTTEN SKILL PDF

DescriptionA proven program for turning effective listening into a powerful business tool Managers and other

employees spend more than 40percent of their time listening to other people but often do it so poorly that the result is misunderstood instructions, misdirected projects, and erroneous action

Listening: The Forgotten Skill : A Self-Teaching Guide

LISTENING. THE FORGOTTEN SKILL. BY: MADELYN BURLEY-ALLEN. PRESENTED BY: GINA ZARO-WILLIAMS.
COMMUNICATION IS: 40% Listening 35% Talking 16% Reading 9% Writing 3
LEVELS OF LISTENING LEVEL 1 - Empathetic Listening LEVEL 2 - Hearing words, but not really Listening LEVEL 3 - Listening in spurts LISTENING THROUGH FILTERS Attitudes Values Expectations Past Experience Strong Feelings
BARRIERS BETWEEN LISTENER AND

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