

Communication Briefings: tips, tools and techniques for effective leaders.

3
**FREE
GIFTS**
to welcome
you



Communication Briefings is a monthly newsletter packed with practical ideas gleaned from your colleagues—real leaders in real organizations.

Discover the secret that your colleagues have used to motivate employees, negotiate with a tough boss, handle conflicts, and make effective presentations: **Communication Briefings**

There are good ideas everywhere. But who has time to find them all? **Communication Briefings** digs through e-zines, websites, white papers, academic research, current and classic business books, magazines, trade journals, seminar notes, newspapers from around the world—and more—for great ideas and proven tactics you can use to improve your performance, such as:

- Tips for writing pay-per-click Internet copy
- 3 tactics for difficult conversations
- The simple secret to opening negotiations
- How 2 simple strategies with your boss will advance your career
- 10 tips for effective time management
- 1 easy way to avoid e-mail overload



- Public speaking made easier with 3 proven tactics
- 8 bad habits that could be holding you back
- 30-day plan to build a good impression at your new job
- Six 8-minute projects to organize your office
- What you should never say to open a phone conversation
- Where to stand when giving a slide presentation
- The one simple question to ask job candidates
- 3 bad-economy strategies for rewarding employees
- 6 words that signal a project isn't going well

Dealing with an insubordinate employee?
A boss who micro-manages your work?
A vendor who always gets the upper hand in negotiations?

Communication Briefings gives you the tools to handle difficult situations with confidence. How to help an employee through a tragedy. Gain control of people who like to sabotage meetings. Reward employees when budgets for incentives dry up. Initiate a disciplinary action with an employee who is not performing. Handle your emotions when you're angry or embarrassed.

Join today for only \$79!

1 Your FREE DVD \$149.00 value

Solving People Problems on the Job identifies the most troublesome personalities and shows you how to handle them effectively and tactfully, including how to:

- Motivate a “dead-weight” to live up to expectations
- Encourage chronic complainers to look for solutions before they gripe
- Communicate that a “joker’s” inappropriate remarks are unacceptable

2 Your FREE Special Report \$25.00 Value

The Best Ideas in Employee Communication teaches you the simple tools to enhance your communication skills, grow as a leader, maximize your potential and earn lasting career success.

Develop strategies to forge connections, build rapport, develop mutual understanding and overcome obstacles that can derail communication.

3 Your FREE Tip Book \$12.50 Value

The 99 Most Common Grammar and Writing Errors... And How to Avoid Them helps you identify and avoid the most common—and embarrassing—grammar errors and solve your most vexing writing problems.

You’ll quickly and easily learn how to:

- Pronounce words correctly and clearly
- Spot and fix misused words and phrases before they damage your reputation
- Punctuate sentences perfectly
- Spell even the most troublesome words correctly every time

Summary of Your Benefits Just for Joining *Communication Briefings*

1 year subscription of monthly <i>Communication Briefings</i>	\$139.00	\$79.00
+ DVD Solving People Problems on the Job	\$149.00	FREE
+ Special Report: Best Ideas in Employee Communication	-\$25.00	FREE
+ Grammar Tip Book	-\$12.50	FREE
= All for only \$325.50		\$79.00

5-Idea Guarantee

If you can't use **at least five ideas from each monthly briefing**, you can ask for and receive a prompt refund. Even if you wait until you've received the last briefing, you will still receive your refund, with no questions asked. And, you can keep your 3 gifts worth \$186.50.


Frank Finn, Publisher

Look inside for more details

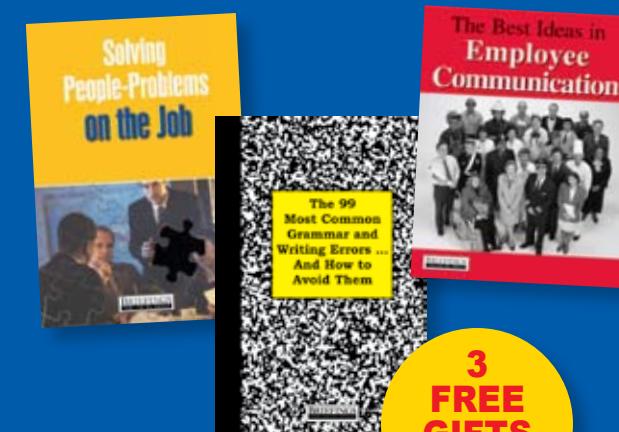
on how you can become a more effective leader . . .
by being more persuasive with employees,
colleagues and executives.

Join Other Business Leaders in Mastering the Techniques of Persuasion, Power and Productivity

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Everything you say and do affects those around you. The way you write, speak and listen is directly related to your success.

You are invited to join your colleagues in mastering the techniques that will make you more **persuasive**, more **powerful** and more **productive**.



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3 Free Gifts Worth \$186.50 When You Join *Communication Briefings*

These three tools for more effective communication are designed to be shared in your office and to be reviewed over and over again. If your budgets for travel and seminars have been cut, these three resources are time- and money-saving ways to bring the benefits of top-notch training to your office.