



## 25 People Skills: 25 Proven Success Tools for Working, Dealing and Winning with People

*By Martha Langdon-Dahm*

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Instantly improve relationships and enhance your personal power by leveraging these 25 proven success tools for working, dealing and winning with people.

Author Martha Langdon-Dahm provides step-by-step instructions describing how each tool works including examples, cautions and troubleshooting advice.

For example, you will learn...

- How to actively listen
- How to be assertive and proactive
- How to control personal feelings
- How to recognize and manage problems
- How to build mutual understanding

Practical and easy-to-use, this toolkit offers you an opportunity to immediately improve the quality of both your personal and professional relationships.

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