

# How to Say Anything to Anyone: A Guide to Building Business Relationships That Really Work



Take charge of your career by taking charge of your business relationships and communication skills. We all know how it feels when our colleagues talk about us but not to us. Its frustrating, and it creates tension. When effective communication is missing in the workplace, employees feel like theyre working in the dark. Leaders dont have crucial conversations; managers are frustrated when outcomes are not what they expect; and employees often dont get positive feedback or constructive feedback. Many of us remain passive against poor communication habits and communication barriers, hoping that business communication will miraculously improve--but it wont. Business communication and relationships wont improve without skills and effort. The people you work with can work with you, around you, or against you. How people work with you depends on the business relationships you cultivate. Do your colleagues trust you? Can they speak openly to you when projects and tasks go awry? Do you have effective communication skills? Take charge of your career by eliminating communication barriers and taking charge of your business relationships. Make your work environment less tense and more productive by improving communication skills. Set relationship expectations, work with people how they like to work, and give positive feedback and constructive feedback. In How to Say Anything to Anyone, youll learn how to: ask for what you want at work improve

communication skills strengthen all types of working relationships reduce the gossip and drama in your office tell people when you're frustrated and have difficult conversations in a way that resonates take action on your ideas and feelings get honest positive feedback and constructive feedback on your performance Harley shares the real-life stories of people who have struggled to get what they want at work. With her clear and specific business communication roadmap in hand, Harley enables you to improve communication skills and create the career and business relationships you really want--and keep them.

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