

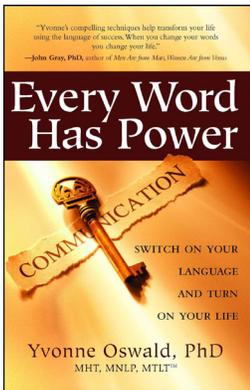


# Resources

For Communication Success

Curated by Laurie Hawkins

## EVERY WORD HAS POWER



Yvonne Oswald's *Every Word Has Power: Switch on Your Language and Turn on Your Life* teaches the reader how to filter unsupportive words in order to produce outstanding results, changing their perspective, relationships, and the ability to manifest their deepest desires. It features an easy-to-follow formula that holistically blends the science of language, physical well-being, and emotional cleansing.

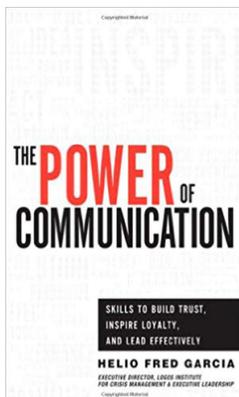
## ACTIVE LISTENING 101



Diogenes Laertius was right when he realized, “We have two ears and only one tongue, in order that we may hear more and speak less.”

*Active listening 101: How to Turn Down Your Volume to Turn Up Your Communication Skills* is your all-in-one guide to teach you everything you need to know about active listening and how to break the habit of being a inactive or selective listener.

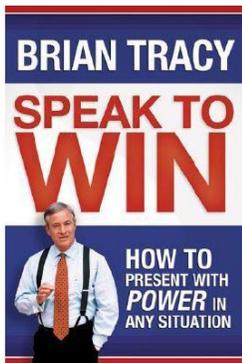
## THE POWER OF COMMUNICATION



World-renowned leadership communications expert, consultant, and speaker Helio Fred Garcia builds onto the U.S. Marine Corps' publication “Warfighting” with *The Power of Communication: Skills to Build Trust, Inspire Loyalty, and Lead Effectively*. In this book, the reader will learn how to integrate and succeed through the three levels of communication: strategic, operational, and tactical.

## SPEAK TO WIN

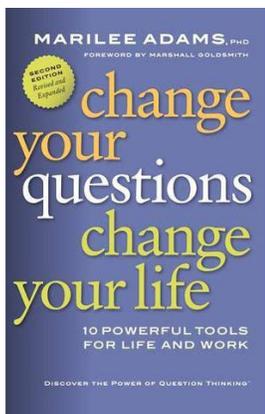
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Speaking with confidence is an important skill to help you move forward in your career. Author Brian Tracy, one of the world's premier speakers and personal success experts, reveals time-tested tricks of the trade and his most powerful presentation secrets in *Speak to Win: How to Present with Power in Any Situation*. Many people don't realize that the ability to speak with confidence can be learned. *Speak to Win's* guide will teach the reader how to become confident, positive, and relaxed in front of audiences. It also teaches how to grab the audience's attention, use a variety of tools (body language, props, vocal techniques, humor, stories, quotes, and questions), how to transition between points, how to deal with skepticism from the audience, and much more.

## CHANGE YOUR QUESTIONS CHANGE YOUR LIFE

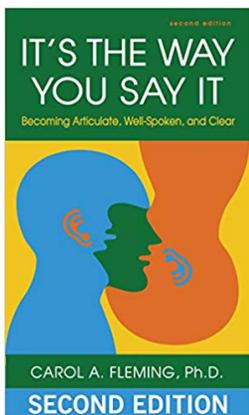
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“Mindset” refers to one’s characteristic attitudes and ways of approaching people and situations. When we operate from the Inquiring Mindset, we are curious, open-minded, and ask questions intended to discover, learn, resolve, and create. This way we empower the most successful critical, creative, and collaborative thinking; decision-making; problem-solving; conversation, and results. The practical Inquiring Mindset tools, methods, and practices can make a positive difference in results wherever they are applied.

## IT'S THE WAY YOU SAY IT

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Speech consultant Dr. Carol Fleming provides readers with successfully proven methods to help improve their communication skills. *It's the Way You Say It* offers useful vocal self-evaluation tools, valuable tips to solve specific voice problems, expert advice on how to develop a dynamic voice, advice on how to become verbally competent and fluent, practical methods to become well-spoken, how to speak with comfort and confidence, steps to become approachable and gracious, and professional guidance in conquering stage fright.

## HARVARD BUSINESS REVIEW ON COMMUNICATING EFFECTIVELY

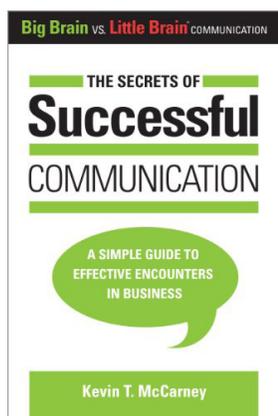
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Harvard Business Review on Communicating Effectively brings together a collection of HBR articles that will help the reader: successfully pitch a brilliant idea, connect with your audience, establish credibility, inspire others to realize your vision, and adapt to the listeners' decision-making styles. It also helps to frame goals around common interests, build consensus and win concessions, and neutralize stressful conversations.

## THE SECRETS OF SUCCESSFUL COMMUNICATION

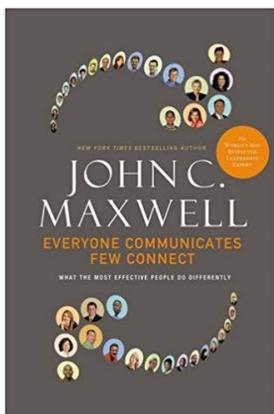
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Your Big Brain is utilized to win the moment, get the job you want, improve your relationships, and get the life you deserve. You don't want to let your Little Brain get you into trouble, create problems at work, damage your relationships, or prevent your success. The Secrets of Successful Communication: A Simple Guide to Effective Encounters in Business (Big Brain vs. Little Brain Communication) by Kevin T. McCarney helps the reader to discover how to build communication skills and learn different ways to explain the art of communication to anyone in their life.

## EVERYONE COMMUNICATES, FEW CONNECT

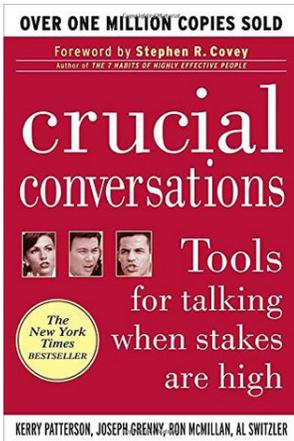
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World-renowned leadership expert John C. Maxwell says the only thing that stands between you and success is connection. Maxwell says if you want to succeed, you must learn how to connect with people. In Everyone Communicates, Few Connect, the reader will learn how to make every communication an opportunity for a powerful connection. You will also learn the Five Principles and Five Practices to develop the crucial skill of connecting, which include: finding common ground, keeping your communication simple, capturing people's interest, inspiring people, and staying authentic in all your relationships.

## CRUCIAL CONVERSATIONS

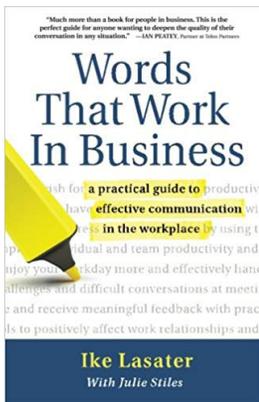
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Crucial Conversations: Tools for Talking When Stakes Are High, by: Kerry Patterson, Joseph Grenny, Ron McMillan and Al Switzler is The New York Times and Washington Post bestseller that changed the way millions communicate. This edition provides the tools to prepare for high-stakes situations, transform anger and hurt feelings into powerful dialogue, make it safe to talk about almost anything, and be persuasive, not abrasive.

## WORDS THAT WORK IN BUSINESS

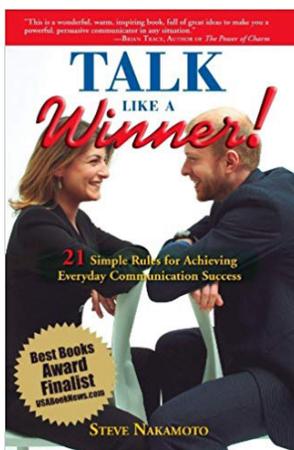
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Words That Work In Business: A Practical Guide to Effective Communication in the Workplace addresses the most coming workplace relationship challenges. This guide teaches the reader how to use the principles of Nonviolent Communication to help in creating a positive workplace atmosphere. Ike Lasater and Julie Stiles help employees of all positions positively affect their work relationships and overall company culture with this guide.

## TALK LIKE A WINNER

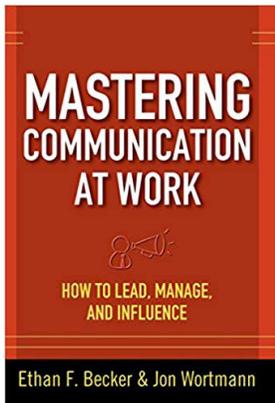
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Steve Nakamoto, IVillage.com's Mr. Answer Man relationship expert, provides 21 simple rules for achieving everyday communication success in Talk Like a Winner! These tips will allow the reader to take charge of their own life in such ways as: develop self-confidence, connect quickly & easily with others, keep your romantic connections alive, get other people to like & respect you, bring out the best in yourself & others, avoid unnecessary arguments, build long-lasting relationships, and enjoy the freedom of self-expression.

## MASTERING COMMUNICATION AT WORK

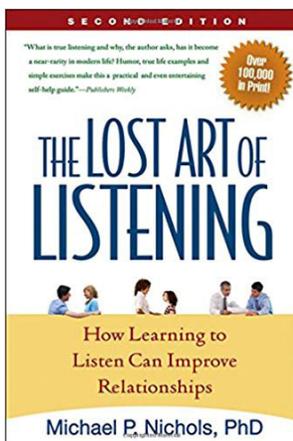
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Based on 45 years of research and working with over half-a-million clients around the world, *Mastering Communication at Work: How to Lead, Manage, and Influence* demonstrates how corporate leaders and managers can become more effective by mastering key communication techniques, providing coverage of such topics such as trust building, empowering teams, and serving clients. Overall, the reader will learn how to: empower teams, reduce stress, garner trust, deliver memorable presentations, and satisfy clients.

## THE LOST ART OF LISTENING

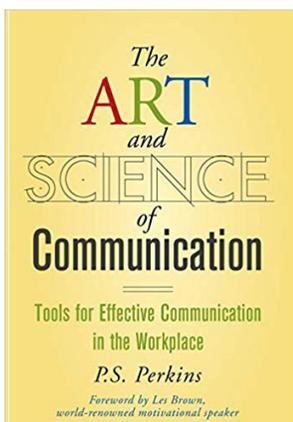
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Experienced therapist Mike Nichols thoughtful, witty, and empathic book, *The Lost Art of Listening: How Learning to Listen Can Improve Relationships*, has already helped over 125,000 readers break through conflicts and transform their personal and professional relationships. Provided in this book are vivid examples, easy-to-learn techniques, and practical exercises for becoming a better listener and making yourself heard and understood, in any situation.

## THE ART AND SCIENCE OF COMMUNICATION

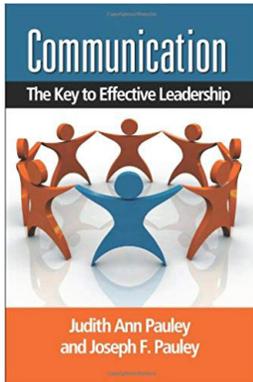
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*The Art and Science of Communication: Tools for Effective Communication in the Workplace* describes the seven types of communication we all use every day and how to increase your communication effectiveness using practical techniques, analogies, and models that clearly explain the formulas for successful communication. P. S. Perkins combines the science and art of communication into one formula for effective communication.

## COMMUNICATION: THE KEY TO EFFECTIVE LEADERSHIP

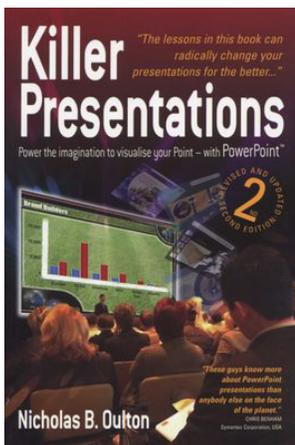
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Communication: The Key to Effective Leadership was created to help you communicate more effectively so that you can motivate every employee to want to carry out your vision as the leader. In order to succeed, you must be able to communicate your vision clearly and concisely so that the employees can also see the vision and agree how accomplishing it is to their advantage.

## KILLER PRESENTATIONS

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Killer Presentations: Power to the Imagination to Visualize Your Point - with PowerPoint provides tips on how to make your presentation more memorable by using m62's Passive Mnemonic Processing techniques. Illustrated clearly and in detail, Killer presentations uses real company examples a series of images to show how such slides can work.



## ABOUT Laurie

Laurie Hawkins is a curator, catalyst, and connector. She is a certified business success strategist, speaker, radio show host, trainer and leader who drives revenue, results and raving fans along with fulfillment and flow.

Laurie's reputation is built on her unique ability to enable strategy and soul to coexist. She is a thought-leader with the rare ability to both inspire and create actionable strategies.

*Before you go...*

**Are you ready to drive revenue, results and raving fans while enjoying greater fulfillment and flow in your business and life?**

**Start by diving into one of our customer curated collections...**

Now it's time to take the next step in connecting with us. Click an option below to choose your own adventure...

