

Listening The Forgotten Skill A Self Teaching Guide

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Listening: The Forgotten Skill uses an interactive learning approach with work-sheets, 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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The skill of listening is perhaps one of the most important skills which we can learn because it is a skill that can be used every day of our lives with family, friends and at work. How many skills are there that you can say the same about? I was quite disappointed with this book 'Listening: The Forgotten Skill.'

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Listening: the Lost Skill is a decent reference style program to improve your awareness of your listening style. Some of the material is technical and a little dry but the techniques suggested are based on psychology and have a solid base point. Decent read and I found it insightful and interesting. flag Like ·

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Listening: The Forgotten Skill: A Self-Teaching Guide, 2nd Edition | Wiley. A proven program for turning effective listening into a powerful business tool Managers and other employees spend more than 40 percent of their time listening to other people but often do it so poorly that the result is misunderstood instructions, misdirected projects, and erroneous actions--millions of dollars worth of mistakes just because most people don't know how to listen.

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language barriers, interpreting body language, asking constructive non-threatening questions, and more.
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Description A proven program for turning effective listening into a powerful business tool Managers and other employees spend more than 40 percent of their time listening to other people but often do it so poorly that the result is misunderstood instructions, misdirected projects, and erroneous action

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LISTENING. THE FORGOTTEN SKILL. BY: MADLYN 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 SPEAKER 1.

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Madelyn Burley-Allen's book Listening the Forgotten Skill is the perfect tool for helping us get back to

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the true meaning of listening. What good is all of this teaching, until you are taught how to listen. With this book you are taught how to communicate effectively and listen effectively as well.

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