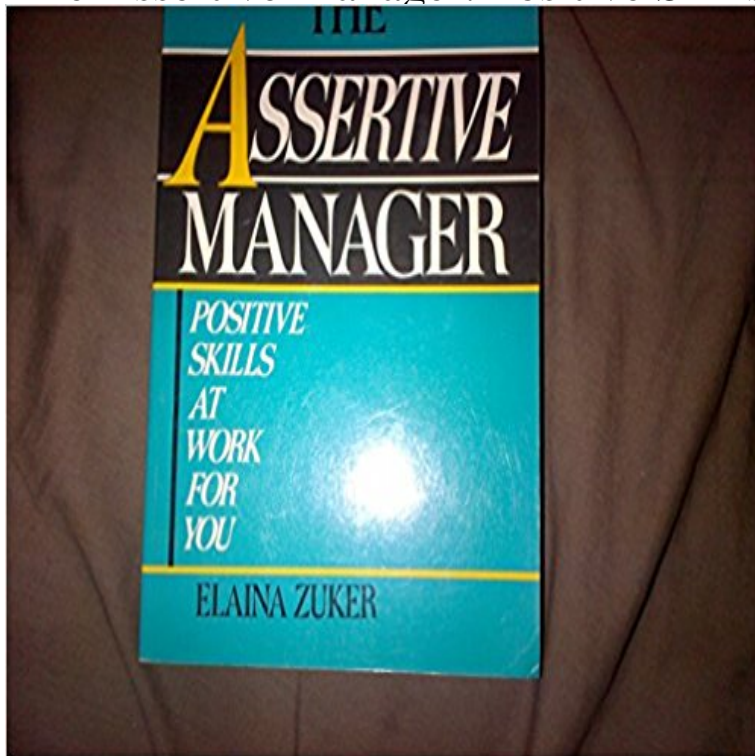


## The Assertive Manager: Positive Skills at Work for You



The Assertive Manager will show you how to:

- \* Manage others and delegate to them without seeming aggressive or manipulative.
- \* Develop your leadership skills.
- \* Say no to unreasonable demands and win more respect.
- \* Assume responsibility with greater ease and self-confidence.
- \* Enjoy better, smoother relationships all around.

This book has the unusual focus of using assertiveness in the workplace, although the skills can apply to personal life and incorporate the most up-to-date techniques in communication theory.

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