

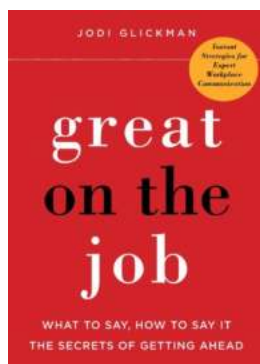
# The Ultimate Guide to Achieving Greatness on the Job

Have you ever wondered what differentiates successful professionals from the rest? What sets them apart and enables them to excel in their careers? The secret lies in their ability to master the art of being great on the job.

Whether you are just starting your career or aiming for a promotion, understanding how to be great on the job is crucial for long-term success. It goes beyond having the necessary technical skills and qualifications. Great on the Job is a comprehensive guide that aims to equip you with the strategies and tools you need to maximize your potential and stand out in the workplace.

## What is Great On The Job?

Great On The Job is an invaluable resource that offers practical tips and insights to help you navigate the challenges and complexities of the modern workplace. Authored by Jodi Glickman, a communication expert and renowned executive coach, the book provides a step-by-step approach to developing the essential skills required to excel professionally.



## Great on the Job: What to Say, How to Say It. The Secrets of Getting Ahead. (What to Say, How to Say It -- The Secrets of Getting Ahead)

by Jodi Glickman (Kindle Edition)

★★★★☆ 4.5 out of 5

Language : English

File size : 458 KB

Text-to-Speech : Enabled

Screen Reader : Supported

Enhanced typesetting : Enabled

Word Wise : Enabled  
Print length : 243 pages



Through real-life examples, relatable anecdotes, and actionable advice, Great On The Job covers a wide range of topics including effective communication, managing relationships, leadership skills, handling difficult conversations, and overcoming common workplace obstacles.

## **Mastering Effective Communication**

One of the key components of being great on the job is mastering effective communication. In today's fast-paced and interconnected world, the ability to express yourself clearly and confidently is crucial. This not only allows you to articulate your ideas and perspectives but also helps in building strong relationships and influencing others.

Great On The Job provides proven strategies for effective verbal and written communication. It teaches you how to communicate in a way that captures attention, conveys your message effectively, and fosters collaboration. From crafting impactful presentations to writing persuasive emails, the book offers practical tips to enhance your communication skills and make a lasting impression.

## **Building Strong Relationships**

The workplace is all about relationships, and building strong connections with your colleagues, superiors, and clients is essential for career growth. Great On The Job delves into the art of networking and collaboration, offering valuable insights on developing meaningful professional relationships.

By understanding the nuances of relationship-building, you can establish a reputation as a team player, a reliable coworker, and a resourceful problem-solver. The book provides techniques for effective networking, fostering trust, and leveraging connections to advance your career. It also explores the importance of empathy and active listening in building strong relationships.

## **Leadership Skills**

Great On The Job recognizes that leadership skills go beyond positional authority. It emphasizes the significance of developing leadership qualities to excel in any role. Whether you are leading a team or working independently, cultivating leadership skills empowers you to take ownership of your work, make informed decisions, and inspire others.

The book offers practical guidance on developing leadership presence, influencing others, and leading with authenticity. By embracing leadership principles, you can become a standout performer and a valuable asset to your organization.

## **Handling Difficult Conversations**

Difficult conversations are an inevitable part of professional life. Whether it's delivering feedback, resolving conflicts, or negotiating, these challenging discussions can be nerve-wracking. Great On The Job equips you with the necessary skills to navigate these conversations with confidence and grace.

The book provides strategies to prepare for and initiate difficult conversations, ensuring they remain productive and constructive. It offers techniques for active listening, managing emotions, and finding common ground. By mastering the art of handling difficult conversations, you can enhance your problem-solving abilities and foster a culture of open communication within your workplace.

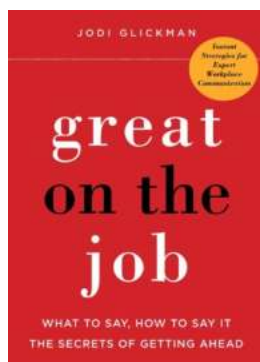
## Overcoming Common Workplace Obstacles

Great On The Job acknowledges that obstacles and setbacks are a regular occurrence in any professional journey. The book addresses common workplace challenges such as stress, burnout, imposter syndrome, and work-life balance issues. It provides practical techniques for managing these obstacles and maintaining a healthy mindset.

By acknowledging and addressing these challenges, you can cultivate resilience, maintain motivation, and navigate your way to long-term success.

### In

The workplace is constantly evolving, and standing out among your peers requires more than just technical skills. Great On The Job is a comprehensive guide that equips you with the knowledge and tools to thrive in the modern workplace. By mastering effective communication, building strong relationships, developing leadership skills, handling difficult conversations, and overcoming common obstacles, you can position yourself for success and achieve greatness in your career.



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A much-needed "people skills" primer and master class in all facets of workplace communication

Do you know how to ask for help at work without sounding dumb? Do you know how to get valuable and useful feedback from your colleagues? Have you mastered your professional elevator pitch so that every time you meet someone, they remember and are impressed by you? If you answered "no" to any of these questions, you need Great on the Job.

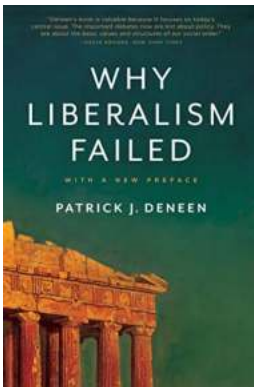
In 2008, Jodi Glickman launched Great on the Job, a communications consulting firm whose distinguished client list includes Harvard Business School, Wharton, The Stern School of Business, Merrill Lynch, and Citigroup. Now, Glickman's three-step training program is available in book form for the first time. With case studies, micro strategies, and example language, readers will learn communication skills that can be practiced and implemented immediately.

In today's economy, it's not typically the smartest, hardest working or most technically savvy who succeed. Instead, the ability to communicate well is often the most important precursor to success in the workplace. So whether you're a star performer or a struggling novice, Great on the Job will give you the building blocks you need for every conversation you'll have at work.



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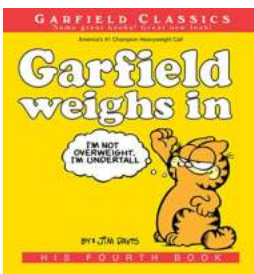
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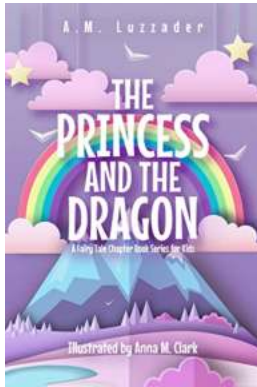
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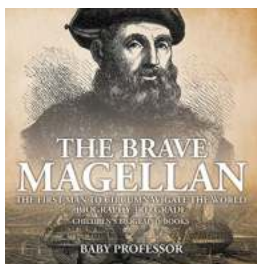
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