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We speak and write at work to transmit ideas and get things done. This Short Talk offers practical advice for transforming the way you speak, write, read and listen.

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Making connections and building relationships can be exhausting. Request this Short Talk to improve and accelerate your professional network.

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The most loyal choice you can make is to decline work. Doing so encourages smart division of labor and maximizes the use of expertise. This Short Talk explains when, how and why to say “no.”

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