# Life serints

What to say to

get what you want

in Life's Toughest

Situations

Turning down a raise request Terminating a subordinate Putting an end to gossip Dealing with brown-nosing Apologizing Asking for more staff Asking for a budget increase

Edited by Stephen M. Pollan

# **Lifescripts For Managers**

**Stephen M. Pollan, Mark Levine** 

#### **Lifescripts For Managers:**

Lifescripts for Managers Stephen M. Pollan, 1999-03-05 This volume covers dealing with subordinates peers and superiors including how to ask for a budget increase turn down a raise request deal with brown nosing handle flirtation and warn a superior of a potential problem Includes 40 dialogue flowcharts Lifescripts for the Self-Employed Stephen M. Pollan, Mark Levine, 1999-03-16 Lifesecripts for the Self Employed written especially for those who are self employed provides dialogues for the difficult discussions this group is likely to face Each lifescript features a flowchart with openings and rejoinders to a variety of potential responses There are also pointers on proper attitude timing preparation and behavior as well as a summary of key points and a list of possible adaptations Lifescripts for the Self Employed covers scripts dealing with clients investors lenders professionals and suppliers including Breaking Bad News to a Client Cold Calling a New Client Approaching a Family Lender Explaining a Prior Bankruptcy Asking Your Professional to Reduce His Fee Explaining an Overstatement of Expenses to the IRS Closing a Deal Renegotiating a Lease with Your Landlord **Second Acts** Stephen M. Pollan, Mark Levine, 2009-10-13 Second Acts is a guide to reinventing your life Whether you wish to change careers move to a more desirable part of the country start a business write a novel or drop everything to pursue a life dream Stephen Pollan offers a powerful message ofhope and guidance that has benefited his own clients Through a series of exercises you will develop a comprehensive script for your second act a step by step action plan that will lead you to the life you ve always Lifescripts Stephen M. Pollan, Mark Levine, 2019-03-27 Expertly navigate any workplace conversation and come wanted out on top When confronted with difficult situations in the workplace many people are at a loss for words That's why New York Times bestselling authors Stephen M Pollan and Mark Levine created Lifescripts What to Say to Get What You Want in Life s Toughest Situations Using two color flowcharts Lifescripts maps out 109 difficult conversations guiding you through discussion openers and effective responses reach the desired result This completely revised and updated edition includes nearly 50 new business focused scripts covering everything from apologizing for a misdirected email to requesting better meeting manners Inside you ll find scripts to fit any situation you re confronting at work Use the signature Lifescripts visual flowcharts to work your way through exactly how the conversation should go Be it boosting employee morale or getting the raise you deserve when the time comes you ll be prepared not only with the right words and phrases but with the confidence you need to get what you want Work your way through conversation scripts for terminations performance reviews negotiating job offers asking for raises and much more Learn a unique set of icebreakers pitches questions answers and defenses for each difficult conversation Easily develop a winning conversational strategy using the signature visual flowcharts unique to Lifescripts Get strategic tips on attitude timing preparation and behavior to help make any conversation a success This revised Third Edition of Lifescripts is here to help employees and managers communicate even more clearly and effectively Whatever the situation Lifescripts provides a road map to navigate the most perplexing problematic dialogues

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