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Skill with people.pdf bahasa indonesia

By : Gurnadi Ridwan Buku Les Giblin's Skills with People is a guide to career success, a better life and social life. This book teaches us how to behave and communicate. How to create a good relationship with others. TABLE OF CONTENTS: Understanding #1 and how we learn (and buy) Understand #2 we remember information that understands #3 people. Understand people and the nature of man II. A skilled way to talk to people III. A skilled way to make people feel important IV. An ingenious way to approve the opinions of the people of V. A highly skilled way to listen to people VI. Skilled ways to influence people VII. A skilled way to convince the VIII. A skilled way to get people to say YES! IX. Skilled way to determine people's mood X. An ingenious way to praise Xi. An ingenious way to criticize people XII. A skilled way to thank everyone XIII. A skilled way to make a good impression XIV. Skilled ways to chat understand people #1 How we learn (and buy) 83% with 11% Vision with 3 1/2% Hearing with 1 1/2% Odor with 1% Touch with Man's Sense of Understanding #2 How We Remember Information 10% of What We Read 10%20% of what we hear is 30% of what we see 50% of what we see and hear 70% of what we say when we say 90% of what we say when we do something Understand man #3 Memory instruction method 3 hours after Memory 3 days later A. Say only 70% 10% B. Shows only 72% of 20% C. Message and display 85% 65% I. Understanding people and human nature People are attracted to themselves, not to you. With others - others care about themselves ten thousand times more than they care about you. In this chapter, we will learn how to manage people skillfully. It is very easy what when we understand and work based on human nature. So really this is the key to life for you to realize that people are particularly interested in themselves and not you. II. Skilled ways to talk to people When you talk to someone, take a look at the topics they care about the most. The most interesting topic is: YOURSELF! So you have to remove these three words from your vocabulary: Me, Me and Miliku. Replace those three words with one word, the most powerful word spoken in human: you. For example, this is thanks to YOUR hard work, this is for YOU, this will make YOUR family happy, YOU get two advantages when doing..., etc. In short--- if YOU sacrifice the despair you get from talking about YOURSELF and what YOU gain from using the word me, me, my, your personality strength and your influence and strength will greatly increase. You can direct people to talk about themselves by saying: How's your family, where does your daughter live now?, etc. So--- talking to others, talk about them and lure them to talk about themselves. III. Skilled ways to make people feel important If you want skills to connect with people, be sure to make others feel important. Remember, if you make that person feel important, consider a lot of their reactions to you. Here's tips on how you recognize people and make them feel important : 1) Listen to them talk. 2) Praise and respect them if they need to be praised. 3) Use their names and photos as often as possible. 4) Pause before you answer, this is to impress them that you are contemplating what they are doing. 5) Use words: you and yours. 6) Welcome the person waiting for you warmly. 7) Pay attention to everyone in the group, not just the leader or speaker. IV. Skilled ways to approve people's opinions in living a good relationship, we need to master the art of willingness or consent. Idiots may disagree with the words of others, but must have a wise, intelligent or big-hearted person to accept others. These are good readiness tips so that you can live a more harmonious ridge: 1) Learn to approve others (using a consensus attitude). 2) Tell them that you agree with them (see them and as a sign you agree to nod off). 3) Don't tell people if you disagree with them, it's absolutely necessary. 4) Admit if you are wrong (kaatkan to). 5) No controversy. 6) Bring the combatees appropriately (the person who likes to fight just wants to fight, the technique of dealing with them must be by ignoring or refusing to fight, he will feel anxious and stupid). The reason behind Ready Art is: 1) People who like people who agree with their opinions. 2) People don't like people who disagree. 3) People don't like it when they disagree. V. How to hear a good listener A good listener will always defeat a good talker. However, being a good listener is no coincidence. Here's how to be a good listener: 1) Stare at the person who is talking. 2) Rely on speakers and listen attentively. 3) Ask questions. 4) Follow the theme and do not cut or interrupt. 5) Use the speech of the --- you and yours. These five things are nothing more than a matter of behaviour. Polite will not benefit you as much as listening, but it is a valuable asset for everyone. VI. Skilled ways to influence people A big step forward to get others to do what we want is to know what will make them do it and when you know what will move them, you will know how to move them. Know what they're looking for, what they're looking for Then you can cheer them up by saying what they want to hear. You just have to show how they can get what they want by doing what you want them to do. Don't make the mistake of ingroneously inging what you like, because everyone is different. I will give you an example: you are a leader in a company, you want to recruit a reliable technician to work in your company. All you have to do is know what he wants (promotion, progress or security opportunities) because maybe other companies also offer attractive positions. If he talks about security, let's talk about security. If he is looking for progress, let's talk about greater progress when he is in your company doing what you want. The method of Knowing what people want is by asking, looking and listening to them. Plus your efforts to learn. VII. Skilled ways to convince people It is natural for others to be skeptical of you, if what you are saying about your interests. You can solve this problem by not making that statement directly, but quoting someone. For example, if someone asks if your product is durable? : the answer is that my neighbors have been using this product for four years and until sekatrang is still good. even if your neighbor is not by your side, it's as if he answered the question for you. Another example is: if you apply for a job at a company and the company leader asks Can you work with baiak in this company? , you can answer My friends and bosses, very satisfied with my work. The person you are talking to will be more impressive than you answer yourself. So--- talk through the third person!! VIII. Skilled ways to get people to say YES! There are many ways that people say Yes in a sure and very confident way, not because of their luck or sudden desire. Highly skilled people will use a more effective way to convince people to say Yes. Here's a method for people to say Yes: 1) Give reasons to say Yes to you (the reason will benefit them, not benefit you). 2) Ask a Yes question. Put them in a mind frame Yes, ask 2-3 yes questions and don't forget to nod to be more sure. For example, you want to create people in your group. After that, you must apply for a request. Do you want to win the game? (the answer must be Yes) Do you want a bright team? (the answer must be Yes) And Make sure you join our team, do you want to? 3) Give people a choice between the two Yes. The best thing is to make them choose between doing what you want in one way or another. For example, you want to meet a teacher? Is this a good time, Mr. Oky. Or are you happier tomorrow morning or night? (you gave Mr. Oky a choice of time to meet you). The bad thing is, can I see you today, Mr. Oky? This method does not necessarily work all the time, but with this method you will be much more successful than give people two options, between yes and no. 4) Expect people to say yes to you and let them know they are expected to agree. IX. Skilled way to determine people's mood You can make 9-10 people polite, cooperative and friendly with you in 1 second! (with the same miracle) by: 1) By remembering that the first few seconds of the relationship, because usually the first few seconds can determine the atmosphere and nature of the future relationship. 2) In the first second, when you first communicate with people. Before you say anything. Before breaking the silence--- GIVE YOUR HEARTFELT SMILE TO HER. This skill is the ability of you to determine the atmosphere and mood of people. The key lies in ---, you can start smiling before you break the silence. Do not forget about the voice and expression of your waja and you can do it to benefit. X. A skilled way to praise people who live not only by eating rice. They also need to eat the meal of the soul as well as the body. Imagine if sweet words and compliments were given to you?. Others will react exactly as you do. Be generous with your compliments. Look for someone and something to praise and then do it. But: 1) Praise you have to be sincere 2) Praise his actions not his people. For example, your work last week was amazing, Not John you are oaring extraordinary. XI. The ingenious way to criticize a key person for successful criticism lies in the soul of those criticisms. If you are criticizing for abandoning others, criminalizing part of your ideas or warning people, it is better not to do it. Because it will make you unple loved by everyone. But if you can tickle using it properly, you will look smart and constructive. Here are 7 rules for queuing appropriately: 1) Never criticize in public. 2) Start the criticism with a good word or compliment. 3) Making criticisms --- criticism of the actions of that person. 4) Provide answers in place of what you criticize (the answer should be/solution). 5) Ask for cooperation instead of asking for it (required as the last way). 6) A hiss for an offense. 7) End the criticism with friendly words. Not to you was reprimanded and wrong, now correct what you did. XII. Skilled ways to thank people Here are 5 ways art says Thank you. 1) When you say thank you katakana seriously. 2) Katakana is clear and without heed. 3) Look at the person you're thanking. 4) Name him when saying thank you. 5) Work by thanking everyone. XIII. Skilled ways to make a good impression Be proud of yourself (but not arrogant), about who you are, what you do, where you work. Don't regret your place in life or yourself. You are --- you control yourself with pride and respect. For example, if you're an insurance seller, don't answer. Oh, I'm just a sales asursnsi. They won't be impressed with you because you're not proud of yourself. But you have to answer to Me very lucky to work at one of the best companies in the country, The Blank Insurnce Co. You will look more respectable and memorable. To resolve this issue, you can with: 1) Be sincere. 2) Show enthusiasm. 3) Don't worry too much. 4) Don't try to build yourself up by obstructing others. 5) Don't hit anyone or anything. XIV. How to talk skilled These are 5 ways for you to become an interesting and good speaker: 1) Know what you want to say (if you don't know what you want to say without opening your mouth). 2) Speak and sit down (briefly, directly to the point and sit down, because no one has ever been criticized for speaking a little). 3) Look at the listener as you speak. 4) Talk about what listeners care about (say what they want to hear). 5) Do not try to speak (katakana what you want to say, naturally and naturally).).

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