



10 Make-or-Break Career Moments: Navigate, Negotiate, and Communicate for Success

Casey Hawley

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Find the Right Words at the Right Time

There are key moments in the course of every career when the right words can make a life-changing, career-altering difference. If you are someone who thinks of the perfect thing to say only *after* the moment has passed, this savvy guide to smart communication will save the day. In ten focused and articulate chapters, veteran communications consultant Casey Hawley provides spot-on strategies for responding confidently and making a positive and powerful impression when:

- You **meet an executive** or other **key business contact**
- You meet **the interviewer for your next job**
- You are **offered a job**
- You are in a **performance review (including asking for a raise)**
- You meet **your new team**
- You are **fired**
- A **challenge to your ethics, loyalty, or future arises**
- You **resign from a job**
- **Conflict arises with a coworker** or other businessperson
- You are **recognized for excellence**

Arm yourself with this helpful and empowering guide and prepare to succeed in every make-or-break moment you encounter. Whether you're looking for a new job or facing an important discussion in your current position, Hawley helps you develop the interpersonal skills you'll need to navigate these critical conversations with clarity and conviction.

From the Trade Paperback edition.

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