

BEST VOICEMAIL MESSAGES FOR BUSINESS

BEST VOICEMAIL MESSAGES FOR BUSINESS ARE ESSENTIAL TOOLS FOR ANY PROFESSIONAL SEEKING TO MAINTAIN EFFECTIVE COMMUNICATION WITH CLIENTS AND COLLEAGUES. A WELL-CRAFTED VOICEMAIL MESSAGE CAN ENHANCE YOUR BUSINESS IMAGE, ENSURE CUSTOMERS FEEL VALUED, AND PROVIDE CLARITY IN YOUR ABSENCE. THIS ARTICLE WILL EXPLORE VARIOUS TYPES OF VOICEMAIL MESSAGES SUITABLE FOR DIFFERENT BUSINESS SCENARIOS, OFFER TIPS ON HOW TO CREATE COMPELLING MESSAGES, AND PRESENT EXAMPLES TO INSPIRE YOUR OWN RECORDINGS. BY THE END, YOU WILL UNDERSTAND THE IMPORTANCE OF THESE MESSAGES AND HOW TO IMPLEMENT THEM EFFECTIVELY.

- INTRODUCTION TO BUSINESS VOICEMAIL MESSAGES
- TYPES OF VOICEMAIL MESSAGES
- TIPS FOR CRAFTING EFFECTIVE VOICEMAIL MESSAGES
- EXAMPLES OF BEST VOICEMAIL MESSAGES FOR BUSINESS
- COMMON MISTAKES TO AVOID
- BENEFITS OF USING PROFESSIONAL VOICEMAIL MESSAGES
- CONCLUSION

INTRODUCTION TO BUSINESS VOICEMAIL MESSAGES

VOICEMAIL MESSAGES SERVE AS AN ESSENTIAL COMMUNICATION TOOL IN THE BUSINESS WORLD. THEY PROVIDE A WAY FOR CLIENTS AND COLLEAGUES TO REACH YOU WHEN YOU ARE UNAVAILABLE, ENSURING THAT IMPORTANT CALLS ARE NOT MISSED. THE BEST VOICEMAIL MESSAGES FOR BUSINESS SHOULD CONVEY PROFESSIONALISM, CLARITY, AND A COMMITMENT TO CUSTOMER SERVICE. THIS SECTION WILL DELVE INTO THE SIGNIFICANCE OF VOICEMAIL MESSAGES AND HOW THEY CAN POSITIVELY IMPACT YOUR BUSINESS COMMUNICATIONS.

TYPES OF VOICEMAIL MESSAGES

UNDERSTANDING THE VARIOUS TYPES OF VOICEMAIL MESSAGES IS CRUCIAL FOR CRAFTING THE MOST EFFECTIVE RECORDINGS. DIFFERENT SCENARIOS REQUIRE TAILORED MESSAGES TO ADDRESS SPECIFIC SITUATIONS. BELOW ARE THE MAIN TYPES OF VOICEMAIL MESSAGES YOU MAY ENCOUNTER IN A BUSINESS SETTING.

GENERAL VOICEMAIL MESSAGES

GENERAL VOICEMAIL MESSAGES ARE THE STANDARD MESSAGES THAT INFORM CALLERS OF YOUR ABSENCE. THESE MESSAGES TYPICALLY INCLUDE YOUR NAME, POSITION, AND A REQUEST FOR THE CALLER TO LEAVE A MESSAGE. THEY CAN BE PERSONALIZED TO REFLECT YOUR BUSINESS'S TONE AND CULTURE.

OUT-OF-OFFICE VOICEMAIL MESSAGES

OUT-OF-OFFICE MESSAGES ARE USED WHEN YOU ARE AWAY FROM WORK FOR AN EXTENDED PERIOD, SUCH AS ON VACATION OR DURING A BUSINESS TRIP. THESE MESSAGES SHOULD SPECIFY YOUR RETURN DATE AND PROVIDE ALTERNATIVE CONTACT INFORMATION IF IMMEDIATE ASSISTANCE IS REQUIRED.

AFTER-HOURS VOICEMAIL MESSAGES

AFTER-HOURS MESSAGES ARE ESSENTIAL FOR BUSINESSES THAT OPERATE OUTSIDE OF STANDARD HOURS. THESE MESSAGES INFORM CALLERS OF YOUR BUSINESS HOURS AND ENCOURAGE THEM TO LEAVE A MESSAGE OR REACH OUT VIA EMAIL FOR NON-URGENT MATTERS.

CUSTOMER SERVICE VOICEMAIL MESSAGES

CUSTOMER SERVICE MESSAGES CATER TO CUSTOMERS SEEKING ASSISTANCE. THESE MESSAGES SHOULD CONVEY EMPATHY AND UNDERSTANDING, ASSURING THE CALLER THAT THEIR INQUIRY IS IMPORTANT AND THAT YOU WILL RESPOND AS SOON AS POSSIBLE.

EMERGENCY VOICEMAIL MESSAGES

EMERGENCY MESSAGES ARE CRUCIAL FOR BUSINESSES THAT MAY REQUIRE IMMEDIATE ATTENTION. THESE MESSAGES SHOULD CLEARLY INSTRUCT CALLERS ON HOW TO REACH YOU OR ANOTHER KEY INDIVIDUAL DURING EMERGENCIES OR URGENT MATTERS.

TIPS FOR CRAFTING EFFECTIVE VOICEMAIL MESSAGES

CREATING AN EFFECTIVE VOICEMAIL MESSAGE INVOLVES CAREFUL PLANNING AND ATTENTION TO DETAIL. HERE ARE SEVERAL TIPS TO HELP YOU CRAFT MESSAGES THAT RESONATE WITH CALLERS AND MAINTAIN A PROFESSIONAL IMAGE.

KEEP IT SHORT AND SIMPLE

VOICEMAIL MESSAGES SHOULD BE CONCISE AND TO THE POINT. AIM FOR A MESSAGE DURATION OF 20 TO 30 SECONDS. THIS ENSURES THAT CALLERS RECEIVE THE ESSENTIAL INFORMATION WITHOUT FEELING OVERWHELMED.

USE A PROFESSIONAL TONE

YOUR VOICEMAIL MESSAGE REFLECTS YOUR PROFESSIONALISM. USE A CLEAR AND FRIENDLY TONE, AVOIDING OVERLY CASUAL LANGUAGE. THIS WILL HELP ESTABLISH TRUST AND MAKE A POSITIVE IMPRESSION ON CALLERS.

INCLUDE ESSENTIAL INFORMATION

ALWAYS INCLUDE KEY DETAILS IN YOUR VOICEMAIL, SUCH AS YOUR NAME, TITLE, AND A BRIEF INSTRUCTION FOR THE CALLER. THIS COULD INCLUDE ASKING THEM TO LEAVE THEIR NAME, NUMBER, AND A BRIEF MESSAGE SO YOU CAN RETURN THEIR CALL PROMPTLY.

UPDATE REGULARLY

REGULARLY UPDATING YOUR VOICEMAIL MESSAGE IS VITAL, ESPECIALLY IF YOUR AVAILABILITY CHANGES FREQUENTLY. AN OUTDATED MESSAGE CAN LEAD TO CONFUSION AND FRUSTRATION FOR CALLERS.

CONSIDER YOUR AUDIENCE

TAILOR YOUR VOICEMAIL MESSAGE TO YOUR TARGET AUDIENCE. A MESSAGE AIMED AT CORPORATE CLIENTS MAY DIFFER SIGNIFICANTLY FROM ONE DIRECTED TO CASUAL CUSTOMERS. UNDERSTANDING YOUR AUDIENCE WILL HELP YOU CRAFT A

MESSAGE THAT RESONATES WITH THEM.

EXAMPLES OF BEST VOICEMAIL MESSAGES FOR BUSINESS

TO PROVIDE CLARITY ON HOW TO IMPLEMENT THE TIPS DISCUSSED, HERE ARE SOME EXAMPLES OF EFFECTIVE VOICEMAIL MESSAGES FOR VARIOUS BUSINESS SCENARIOS.

GENERAL VOICEMAIL MESSAGE EXAMPLE

"HELLO, YOU'VE REACHED [YOUR NAME] AT [YOUR COMPANY]. I AM CURRENTLY UNAVAILABLE TO TAKE YOUR CALL. PLEASE LEAVE YOUR NAME, PHONE NUMBER, AND A BRIEF MESSAGE, AND I WILL GET BACK TO YOU AS SOON AS POSSIBLE. THANK YOU!"

OUT-OF-OFFICE VOICEMAIL MESSAGE EXAMPLE

"THANK YOU FOR CALLING [YOUR NAME] AT [YOUR COMPANY]. I AM CURRENTLY OUT OF THE OFFICE UNTIL [DATE]. IF YOU NEED IMMEDIATE ASSISTANCE, PLEASE CONTACT [ALTERNATE CONTACT NAME] AT [PHONE NUMBER]. OTHERWISE, I WILL RETURN YOUR CALL AS SOON AS I RETURN. HAVE A GREAT DAY!"

AFTER-HOURS VOICEMAIL MESSAGE EXAMPLE

"YOU'VE REACHED [YOUR COMPANY]. OUR OFFICE HOURS ARE MONDAY THROUGH FRIDAY, 9 AM TO 5 PM. PLEASE LEAVE A MESSAGE, AND WE WILL RETURN YOUR CALL DURING BUSINESS HOURS. FOR URGENT MATTERS, PLEASE EMAIL [YOUR EMAIL ADDRESS]. THANK YOU!"

CUSTOMER SERVICE VOICEMAIL MESSAGE EXAMPLE

"HELLO, THIS IS [YOUR NAME] FROM [YOUR COMPANY] CUSTOMER SERVICE. I'M CURRENTLY UNAVAILABLE TO TAKE YOUR CALL. YOUR INQUIRY IS IMPORTANT TO US, SO PLEASE LEAVE YOUR NAME AND NUMBER, AND I'LL RETURN YOUR CALL AS SOON AS POSSIBLE. THANK YOU FOR YOUR PATIENCE!"

EMERGENCY VOICEMAIL MESSAGE EXAMPLE

"THANK YOU FOR CALLING [YOUR COMPANY]. IF THIS IS AN EMERGENCY, PLEASE CONTACT [EMERGENCY CONTACT NAME] AT [PHONE NUMBER]. FOR ALL OTHER INQUIRIES, PLEASE LEAVE A MESSAGE, AND I WILL RETURN YOUR CALL PROMPTLY. THANK YOU!"

COMMON MISTAKES TO AVOID

WHEN CREATING VOICEMAIL MESSAGES, IT IS CRUCIAL TO AVOID COMMON PITFALLS THAT CAN DIMINISH THEIR EFFECTIVENESS. HERE ARE A FEW MISTAKES TO WATCH OUT FOR.

- **USING JARGON:** AVOID USING INDUSTRY-SPECIFIC TERMS THAT MAY CONFUSE CALLERS.
- **BEING TOO CASUAL:** A RELAXED TONE MAY NOT CONVEY THE PROFESSIONALISM EXPECTED IN A BUSINESS SETTING.
- **NEGLECTING TO UPDATE:** FAILING TO UPDATE YOUR VOICEMAIL MESSAGE CAN LEAD TO FRUSTRATION FOR CALLERS.

- **OVERLY LONG MESSAGES:** LENGTHY MESSAGES CAN CAUSE CALLERS TO LOSE INTEREST OR MISS ESSENTIAL INFORMATION.

BENEFITS OF USING PROFESSIONAL VOICEMAIL MESSAGES

IMPLEMENTING PROFESSIONAL VOICEMAIL MESSAGES COMES WITH NUMEROUS ADVANTAGES FOR YOUR BUSINESS. HERE ARE SOME KEY BENEFITS:

- **IMPROVED COMMUNICATION:** CLEAR MESSAGES ENSURE THAT CALLERS KNOW HOW TO REACH YOU OR RECEIVE ASSISTANCE.
- **ENHANCED PROFESSIONAL IMAGE:** A WELL-CRAFTED VOICEMAIL REFLECTS POSITIVELY ON YOUR BUSINESS AND BUILDS TRUST WITH CLIENTS.
- **CUSTOMER SATISFACTION:** PROMPT AND INFORMATIVE MESSAGES CAN ENHANCE CUSTOMER SATISFACTION AND LOYALTY.
- **TIME MANAGEMENT:** VOICEMAIL MESSAGES HELP MANAGE EXPECTATIONS, ALLOWING YOU TO PRIORITIZE YOUR RESPONSES EFFECTIVELY.

CONCLUSION

IN SUMMARY, THE BEST VOICEMAIL MESSAGES FOR BUSINESS ARE ESSENTIAL FOR MAINTAINING EFFECTIVE COMMUNICATION AND A PROFESSIONAL IMAGE. BY UNDERSTANDING THE TYPES OF MESSAGES, IMPLEMENTING BEST PRACTICES, AND AVOIDING COMMON MISTAKES, YOU CAN CREATE MESSAGES THAT RESONATE WITH CALLERS AND ENHANCE YOUR BUSINESS INTERACTIONS. INVESTING TIME IN CRAFTING COMPELLING VOICEMAIL MESSAGES WILL ULTIMATELY LEAD TO IMPROVED CUSTOMER ENGAGEMENT AND SATISFACTION.

Q: WHAT SHOULD I INCLUDE IN A BUSINESS VOICEMAIL MESSAGE?

A: A BUSINESS VOICEMAIL MESSAGE SHOULD INCLUDE YOUR NAME, TITLE, THE COMPANY NAME, A BRIEF EXPLANATION OF YOUR UNAVAILABILITY, AND A REQUEST FOR THE CALLER TO LEAVE THEIR NAME, NUMBER, AND A MESSAGE.

Q: HOW LONG SHOULD A VOICEMAIL MESSAGE BE?

A: IDEALLY, A VOICEMAIL MESSAGE SHOULD BE BETWEEN 20 TO 30 SECONDS LONG TO ENSURE CLARITY AND MAINTAIN THE CALLER'S ATTENTION.

Q: WHY ARE PROFESSIONAL VOICEMAIL MESSAGES IMPORTANT?

A: PROFESSIONAL VOICEMAIL MESSAGES ENHANCE COMMUNICATION, IMPROVE CUSTOMER SATISFACTION, AND BUILD TRUST IN YOUR BUSINESS BY PROVIDING CLEAR INFORMATION WHEN YOU ARE UNAVAILABLE.

Q: HOW OFTEN SHOULD I UPDATE MY VOICEMAIL MESSAGE?

A: YOU SHOULD UPDATE YOUR VOICEMAIL MESSAGE REGULARLY, ESPECIALLY WHEN YOUR AVAILABILITY CHANGES, OR IF YOU ARE OUT OF THE OFFICE FOR AN EXTENDED PERIOD.

Q: CAN I USE HUMOR IN MY VOICEMAIL MESSAGE?

A: WHILE HUMOR CAN BE APPROPRIATE IN SOME INDUSTRIES, IT IS ESSENTIAL TO CONSIDER YOUR AUDIENCE AND MAINTAIN PROFESSIONALISM TO ENSURE THAT YOUR MESSAGE IS TAKEN SERIOUSLY.

Q: WHAT ARE SOME COMMON MISTAKES TO AVOID IN VOICEMAIL MESSAGES?

A: COMMON MISTAKES INCLUDE USING JARGON, BEING TOO CASUAL, NEGLECTING TO UPDATE YOUR MESSAGE, AND CREATING OVERLY LONG MESSAGES THAT MAY CONFUSE CALLERS.

Q: HOW CAN I MAKE MY VOICEMAIL MESSAGE MORE EFFECTIVE?

A: TO MAKE YOUR VOICEMAIL MESSAGE MORE EFFECTIVE, KEEP IT SHORT AND SIMPLE, USE A PROFESSIONAL TONE, INCLUDE ESSENTIAL INFORMATION, AND TAILOR IT TO YOUR AUDIENCE.

Q: WHAT SHOULD I DO IF I RECEIVE A VOICEMAIL WHILE I'M OUT OF THE OFFICE?

A: IF YOU RECEIVE A VOICEMAIL WHILE OUT OF THE OFFICE, LISTEN TO THE MESSAGE AS SOON AS POSSIBLE AND RESPOND BASED ON THE URGENCY OF THE REQUEST. CONSIDER SETTING UP AN OUT-OF-OFFICE MESSAGE AHEAD OF TIME.

Q: IS IT NECESSARY TO HAVE A DIFFERENT VOICEMAIL FOR AFTER-HOURS CALLS?

A: YES, HAVING A SEPARATE AFTER-HOURS VOICEMAIL CAN HELP INFORM CALLERS OF YOUR BUSINESS HOURS AND PROVIDE ALTERNATIVE CONTACT OPTIONS FOR URGENT MATTERS.

Q: HOW CAN VOICEMAIL MESSAGES ENHANCE CUSTOMER SATISFACTION?

A: VOICEMAIL MESSAGES ENHANCE CUSTOMER SATISFACTION BY PROVIDING CLEAR INFORMATION, ENSURING THAT INQUIRIES ARE ACKNOWLEDGED, AND SETTING EXPECTATIONS FOR RESPONSE TIMES, WHICH HELPS TO BUILD TRUST.

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best voicemail messages for business: Communication For Professionals ANATH LEE

WALES, Book Description: Unlock the power of effective communication with *Communication for Professionals*, the second instalment in the Business Professionalism series by Anath Lee Wales. This essential guide is designed to elevate your communication skills, providing you with the tools needed to thrive in the modern business world. In this comprehensive book, you'll explore: Introduction to Business Communication: Learn the foundational concepts, including Encoder/Decoder Responsibilities, Medium vs. Channel, Barriers to Communication, Strategies for Overcoming Barriers, and the dynamics of Verbal vs. Non-verbal Communication. Structuring Business Communication: Understand the structure and lines of communication within an organization, define your message, analyze your audience, and learn how to effectively structure your communication. Developing a Business Writing Style: Discover the roles of written communication, characteristics of good written communication, and strategies to develop an effective writing style. Types of Business Writing: Master various business writing formats, including Business Letters, Memos, Reports, Emails, and Online Communication Etiquette, ensuring you can handle any writing scenario with confidence. Writing for Special Circumstances: Gain insights into tactful writing, delivering bad news, and crafting persuasive messages tailored to specific contexts. Developing Oral Communication Skills: Enhance your face-to-face interactions with guidelines for effective oral communication, speech delivery, and active listening. Doing Business on the Telephone: Learn the nuances of telephone etiquette, handling difficult callers, and leading effective business conversations over the phone. Non-verbal Communication: Understand the importance of body language, physical contact, and presenting a professional image in business settings. Proxemics: Explore the impact of space, distance, territoriality, crowding, and privacy on business communication. Developing Effective Presentation Skills: Prepare for public speaking with tips on managing presentation anxiety, using visual aids, and leveraging technology for impactful presentations. Conflict and Disagreement in Business Communication: Learn about conflict resolution values and styles, and strategies for managing cross-cultural communication challenges. *Communication for Professionals* is your definitive guide to mastering the art of business communication. Whether you are a seasoned professional or just starting your career, this book provides the essential knowledge and skills to communicate effectively and confidently in any professional setting.

best voicemail messages for business: *The Second-Best Business Book Ever Written* Tom Marks, 2024-07-16 Honesty in thought leadership matters. And so does seeing the light. Honesty, in its purest form, is a key characteristic of all thought leaders, so I'm going to hit you with the truth. Many business books today are written for the purpose of winning more business for an author, or acquiring new speaking gigs, and anyone who fits into that camp is A-OK with me. It's a smart move. But after more than four decades in sales and marketing, I'm beyond those goals. Frankly, it feels great that I'm not anchored to those intentions anymore. I have only one intent in *The Second-Best Business Book Ever Written*, and that's to teach the ins and outs of thought leadership to as many people as possible because that's how corporations, and the individuals who run them, succeed. There's a process to becoming a thought leader; it's methodical, detailed, and rewarding. After all, where's the amusement in being a price-chopper? Or even a technology leader where the tenure is as short as my nephew's attention span? The greatest thought leaders started sharing their thinking 2,500 years ago through the teachings of my four favorites: Socrates, Plato, Aristotle, and Aspasia. I'm going to travel with you down the thought leadership road, known as the Via Egnatia, from the foothills that rise above Athens to the skyscrapers that tower above Madison Avenue. And along the way, I'm going to show you how I did it for Fortune 500 companies, and for small and midsize businesses, with a few wild detours along the way. By all accounts, the Green Bay Packers future Hall of Fame quarterback Aaron Rodgers was born with a rock-solid throwing arm and an annoying chip on his shoulder. I'm no Rodgers fan; after all, I was born and raised in inner-city Chicago and have been a Bears fan since birth, but I recognize greatness, and Aaron Rodgers is a great football player. Some of his other qualities? Not so much. But these aren't lessons about tackle football. They're insights about leadership; about what happens off the football field, and on a more

important playing field; about greatness in sales, marketing, and business; and about thought leadership, the single most important differentiator in the business playbook. Or, as Plato not so recently said, obviously unaware of Aaron Rodgers's famous retreat into darkness, "We can easily forgive a child who is afraid of the dark; the real tragedy of life is when men are afraid of the light." I'd like to shed some light on what's required in business, but frequently misunderstood. What every salesperson needs to know, but doesn't always know how to achieve it. And what every marketing expert wishes they had in their bag of tricks. To simply say that thought leadership is an essential part of the disciplines of market leaders is like saying a stick is an essential part of a Popsicle. Well, it is, assuming you're not interested in taste, color, packaging, name, price, quality, and the beat goes on. Tom Marks survived forty-seven years in the advertising business and has lived to write about it. He's the founder of TMA+Peritus, one of the leading marketing, thought leadership, and corporate ethics firms in North America and has won more than sixty-five American Advertising Awards for his writing. He spent many years on the professional speakers circuit and survived that, too. His thought leadership workshops for Fortune 500 companies have brought him national acclaim and has made him a favorite among the nation's CEOs.

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best voicemail messages for business: Battleground: Business Peg Thoms, Michael Walden, 2007-10-30 Business is one of the most potent cultural forces today, profoundly affecting every facet of our lives whether we are working in a corporate environment or not. This book surveys some of the most controversial issues and topics central to the contemporary business

world. Included are more than 70 alphabetically arranged entries written by expert contributors. Each entry explores a topic's relevance and influence, highlights opposing viewpoints, provides sidebars of interesting information, and lists resources for further research. For students and general readers, this book is an engaging, accessible, and essential resource on the role of business in society. Globalization. Outsourcing. Downsizing. These are some of the economic issues at the center of today's society. Time after time, we see that business is one of the most powerful forces in the modern world, profoundly affecting every facet of our lives whether we work in a corporate environment or not. Because in one way or another the world is all about economics, students need to understand and appreciate the role of business in their lives. This book overviews the most important topics and issues characterizing the role of business in today's society. Included are alphabetically arranged entries on more than 70 critical issues or topics central to the role of business in our lives. Each is written by an expert contributor and provides a summary of the topic's relevance and influence, a consideration of opposing viewpoints, and a list of resources for further research. For students and general readers, this book is an engaging, accessible, and essential resource on the role of business in everyday life.

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voiceover world's top professionals. Additional content can be found on the Voice Acting Academy website at AOVA.VoiceActing.com. This is the perfect tool for aspiring voice performers, radio announcers, and stage and screen actors.

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best voicemail messages for business: It's Time to Talk about Race at Work Kelly McDonald, 2021-05-11 It's time the business world got the actionable, impactful, no-cost strategies needed to increase diversity and inclusion in the workplace Many white leaders want to create change but don't know how to do so appropriately and effectively. How do you know where the blind spots are that can create obstacles for people of color? Your intentions may be sincere and heartfelt, but intentions aren't enough. In *It's Time to Talk about Race at Work*, acclaimed speaker and bestselling author Kelly McDonald delivers a much-needed roadmap for business people. This book will help you successfully create a fair and equitable workplace that recognizes diverse talent and fosters productive and constructive conversations in your organization. *It's Time to Talk about Race at Work* does not approach diversity from the standpoint of social activism or an HR perspective. Instead, this book shows you exactly what to do and how to do it so that you can make real progress on diversity and inclusion, regardless of the size of your organization. The author's clear, real talk style makes it easy to learn: The costs and risks you're incurring if your organization lacks diversity How people who don't consider themselves to be racist may still have diversity blind spots How to start the hard conversations you may not know how to approach The STARTING Method—an eight-step framework that shows you how to ensure your diversity and inclusion efforts are effective How to recognize the excuses people use to avoid taking action on diversity and inclusion How to address the issues and comments that come up when employees feel nervous, resentful, or uncomfortable as you make headway on diversity in your organization Perfect for executives, managers, and leaders in organizations of all types and sizes, *It's Time to Talk about Race at Work* is also for employees who want to improve their organization by leading by example.

best voicemail messages for business: FROM GRADUATION TO CORPORATION Andy Teach, 2012-04-04 The second edition of the popular career advice book, *From Graduation To Corporation*, is a comprehensive guide to success in the workplace and is specifically tailored to college students and recent college graduates. It is an invitation to the Millennials (Generation Y) to go inside the head of a corporate veteran. By examining the thought processes of a senior executive and learning from his experiences, recent college graduates can be better prepared to narrow the gap between their expectations and the expectations of their supervisors. This edition contains additional information on job search websites, social networking websites, college career centers, career fairs, dining etiquette, and the different generations in the workplace. Other key areas to career success include tips on resumes/cover letters, networking, interviewing, dealing with difficult people, dating

at work, how to act in meetings, dress codes, how to stay organized, how to ask for a promotion/raise, Internet/email/telephone etiquette, and Andy's 73 Corporate Commandments. What makes this book unique is that the author not only gives us his refreshingly honest account of his climb up the corporate ladder, but also discusses his fall from the top rungs. After working for the same two bosses in the same department of a major television and motion picture studio for over twenty years, Andy Teach found himself on the unemployment line. Find out what he did right and what he did wrong so that you can reach the top rungs of the corporate ladder . . . and stay there!

best voicemail messages for business: *The Ultimate Guide to Sales Training* Dan Seidman, 2012-01-11 The Ultimate Guide to Sales Training is the go-to reference for sales managers, sales trainers, sales coaches, and sales consultants who want to increase a sales force's productivity by using these proven techniques: Building Mental Flexibility Anchoring Concepts for Easy Recall Encouraging Behavioral Change Covering a wide range of topics, The Ultimate Guide to Sales Training shows how to develop a selling system, prospect effectively, and qualify and disqualify prospects. The book also covers information on using power questioning techniques, handling objections, and includes solution selling guidelines and ideas for creating and delivering potent presentation practices. In addition, the author covers such hot topics as managing reps attitudes and how to close the sale. He also includes suggestions for overcoming buyer resistance and making change occur as well as getting beyond barriers that block decision-makers, and much, much more. Praise for The Ultimate Sales Training Handbook This book should be on the desk of every sales manager and sales trainer. Dan Seidman created a treasure chest of ideas, concepts, skills-sets and motivation tools that are ready to be converted into cash. —Gerhard Gschwandtner, founder and publisher, Selling Power Magazine Sales professionals throughout the world will discover performance improvement through this training encyclopedia. Dan Seidman is helping make sales training a major strategic driver for all organizations. —Tony Bingham, president and CEO, ASTD Each chapter just might be the one piece that plugs the gap in your team's performance. Dan is truly earning the title Trainer to the World's Sales Trainers. —Willis Turner, CAE CSE, president and CEO, of Sales & Marketing Executives International

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