



# 20 Minutes to a Top Performer: Three Fast and Effective Conversations to Motivate, Develop, and Engage Your Employees

By Alan Vengel

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## Transform Average Employees into Powerhouse Performers

“I cannot think of a more important message and timely book. *20 Minutes to a Top Performer* offers quick, simple techniques for managers to improve their effectiveness in communicating with their teams.”

**Steven Fine, vice president for administration, Mount Sinai Medical Center, Miami Beach, Florida**

“Alan has provided some of the best thinking on the issue of leadership conversations. His book offers easy-to-implement suggestions for everything your team needs to know about effective conversations!”

**Al Miller, VP HR, Lockheed Martin Simulation, Training and Support, Lockheed Martin**

“This book is essential for leaders in today’s fast-paced and do-more-with-less environment.”

**Dan Russi, VP, Customer Services, Ariba, Inc.**

“Alan gives a how-to guide for managers of all experience levels. In twenty minutes and three conversations, he’s captured the essence of managing and leading.”

**Ron Sacchi, director, Organizational Learning and Development, Gilead**

“It is great news for the business and professional community to see a book emerge with practical tips for having intelligent interactions in traditionally sensitive areas of communication. Many books promise easily used guidelines for a successful result—this one delivers!”

**Pat Cramer, learning director, Honeywell Aerospace**

## About the Book

The key to long-term organizational success is the ability to move employees to

action. Easier said than done, right? Not really. All it takes is three simple 20-minute conversations.

Alan Vengel has spent 25 years helping Fortune 500 companies empower their employees to perform at peak efficiency, generating measurable results organization-wide. Now, in *20 Minutes to a Top Performer*, Vengel shares the secret to his and his clients' success: good old-fashioned communication. Inside, he explains how to engage your employees through specific, focused conversations, of which there are exactly three:

- **Coaching:**

Focusing on performance and feedback

**Motivating:**

Focusing on engagement and interests

**Mentoring:**

Focusing on support and development

Vengel dissects these types of conversations to illuminate how, why, and when to initiate each one. The conversations are not meant to be technical. They won't be uncomfortable or combative. They will simply be . . . conversations. And you'll be surprised at how quickly you see results. Your people will become better team players, take greater enjoyment in their work, tackle problems with verve, and, in the end, contribute valuable talent to your organization for the long term.

Managers are facing unprecedented demands to do more with less—a trend that is clearly not going to reverse in the foreseeable future. You don't need a Harvard Business School degree or expensive new technology to empower your workforce. All you need is the drive to make change happen.

*20 Minutes to a Top Performer* is a blueprint to helping your people succeed. And when they succeed, you and the entire organization succeed.

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- Sales Rank: #1346411 in eBooks
- Published on: 2009-10-01
- Released on: 2009-10-30
- Format: Kindle eBook

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### Editorial Review

#### About the Author

**Alan Vengel** is the founder of Vengel Consulting Group, a global firm that has helped hundreds of Fortune 1000 companies improve employee performance and boost overall organizational success. He is the author of *The Influence Edge: How to Persuade Others to Help You Achieve Your Goals* and coauthor of *Sprout! Everything I Need to Know about Sales I Learned from My Garden*. Vengel lives in Northern California.

### Users Review

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As people who live in typically the modest era should be change about what going on or facts even knowledge to make these people keep up with the era that is certainly always change and make progress. Some of you maybe can update themselves by examining books. It is a good choice for you but the problems coming to an individual is you don't know what one you should start with. This 20 Minutes to a Top Performer: Three Fast and Effective Conversations to Motivate, Develop, and Engage Your Employees is our recommendation to make you keep up with the world. Why, because book serves what you want and wish in this era.

##### **Cesar Ford:**

Information is provisions for folks to get better life, information presently can get by anyone with everywhere. The information can be a understanding or any news even restricted. What people must be consider whenever those information which is from the former life are challenging to be find than now could be taking seriously which one would work to believe or which one typically the resource are convinced. If you have the unstable resource then you buy it as your main information you will see huge disadvantage for you. All of those possibilities will not happen with you if you take 20 Minutes to a Top Performer: Three Fast and Effective Conversations to Motivate, Develop, and Engage Your Employees as the daily resource information.

##### **Betsy Haley:**

This book untitled 20 Minutes to a Top Performer: Three Fast and Effective Conversations to Motivate, Develop, and Engage Your Employees to be one of several books that will best seller in this year, honestly, that is because when you read this reserve you can get a lot of benefit upon it. You will easily to buy that book in the book shop or you can order it through online. The publisher of this book sells the e-book too. It makes you more easily to read this book, because you can read this book in your Smartphone. So there is no reason for you to past this guide from your list.

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