



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

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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From reader reviews:

Tara Carlson:

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Carl Vincent:

Spent a free a chance to be fun activity to complete! A lot of people spent their spare time with their family, or their particular friends. Usually they performing activity like watching television, gonna beach, or picnic inside the park. They actually doing same every week. Do you feel it? Would you like to something different to fill your free time/ holiday? Might be reading a book might be option to fill your free time/ holiday. The first thing that you'll ask may be what kinds of book that you should read. If you want to test look for book, may be the reserve untitled 20 Minutes to a Top Performer: Three Fast and Effective Conversations to Motivate, Develop, and Engage Your Employees can be good book to read. May be it could be best activity to you.

David Carter:

A lot of people always spent their very own free time to vacation or perhaps go to the outside with them household or their friend. Do you know? Many a lot of people spent that they free time just watching TV, as well as playing video games all day long. If you would like try to find a new activity here is look different you can read any book. It is really fun in your case. If you enjoy the book which you read you can spent all day every day to reading a reserve. The book 20 Minutes to a Top Performer: Three Fast and Effective Conversations to Motivate, Develop, and Engage Your Employees it doesn't matter what good to read. There are a lot of those who recommended this book. These people were enjoying reading this book. In the event you did not have enough space to develop this book you can buy typically the e-book. You can m0ore quickly to read this book from a smart phone. The price is not too costly but this book possesses high quality.

Alan Sarno:

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knowledge, mainly because book has a lot of information onto it. The information that you will get depend on what sorts of book that you have read. In order to get information about your research, you can read education books, but if you act like you want to entertain yourself you are able to a fiction books, these kinds of us novel, comics, in addition to soon. The 20 Minutes to a Top Performer: Three Fast and Effective Conversations to Motivate, Develop, and Engage Your Employees provide you with a new experience in looking at a book.

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