



# **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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#### **Christopher Kennedy:**

Why don't make it to be your habit? Right now, try to ready your time to do the important action, like looking for your favorite e-book and reading a publication. Beside you can solve your problem; you can add your knowledge by the book entitled 20 Minutes to a Top Performer: Three Fast and Effective Conversations to Motivate, Develop, and Engage Your Employees. Try to the actual book 20 Minutes to a Top Performer: Three Fast and Effective Conversations to Motivate, Develop, and Engage Your Employees as your buddy. It means that it can to be your friend when you truly feel alone and beside that of course make you smarter than in the past. Yeah, it is very fortunated for you personally. The book makes you considerably more confidence because you can know every little thing by the book. So , let me make new experience along with knowledge with this book.

#### **Leonard Bassett:**

Nowadays reading books are more than want or need but also get a life style. This reading habit give you lot of advantages. Advantages you got of course the knowledge the rest of the information inside the book that will improve your knowledge and information. The details you get based on what kind of book you read, if you want get more knowledge just go with education books but if you want experience happy read one with theme for entertaining such as comic or novel. Often the 20 Minutes to a Top Performer: Three Fast and Effective Conversations to Motivate, Develop, and Engage Your Employees is kind of guide which is giving the reader erratic experience.

#### **Sandra Lynn:**

Can you one of the book lovers? If so, do you ever feeling doubt when you find yourself in the book store? Aim to pick one book that you find out the inside because don't assess book by its cover may doesn't work at this point is difficult job because you are frightened that the inside maybe not because fantastic as in the outside look likes. Maybe you answer may be 20 Minutes to a Top Performer: Three Fast and Effective Conversations to Motivate, Develop, and Engage Your Employees why because the excellent cover that make you consider in regards to the content will not disappoint anyone. The inside or content is definitely fantastic as the outside or even cover. Your reading 6th sense will directly make suggestions to pick up this book.

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personal ways to get more information about your book. It is most important to arrange yourself to make your knowledge are still revise. Let's try to choose appropriate ways for you.

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