

# **THE ART OF PEOPLE**

## **11 Simple People Skills That Will Get You Everything You Want**

**DAVE KERPEN**

**DAVE KERPEN** is founder and CEO of Likeable Local, a social media software company, and Likeable Media, a word-of-mouth marketing agency. He is also the author of *New York Times* bestsellers *Likeable Leadership*, *Likeable Business* and *Likeable Social Media*. An experienced keynote speaker, Dave Kerpen is the #1 rated LinkedIn Influencer of all time based on page views. Dave Kerpen is a contributor for *Inc.com* and has been featured by *CNBC*, *BBC*, *ABC World News Tonight*, *the CBS Early Show* and the *New York Times*. He is a graduate of Boston University.

The Web site for this book is at [www.ArtOfPeopleBook.com](http://www.ArtOfPeopleBook.com).

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**MAIN IDEA**

The ultimate paradox in business (and in life) is your greatest successes will usually come when you're laser focused on helping other people achieve what they are after. If you can meet the right people and help them go after their goals in tangible ways, they will reciprocate by giving you everything you need to excel.



In other words, people skills matter today more than ever. Use your networks to help others in tangible ways and they will want to help you succeed without you even having to ask for their help.

Success no longer goes to the loudest, the brashest, the hardest driving or the most aggressive person in the room. Instead, it goes to those with the best people skills. Master the 11 people skills and you'll be positioned to excel.

*"You can't achieve happiness or success in a vacuum; it all hinges on the bonds you build with the people around you."*

– Dave Kerpen

*"Today, people skills are more important than ever; they are the key to getting what you want both at work and outside it. We are constantly connected to one another: Facebook, Twitter, LinkedIn, and other social media have become the primary way we communicate with others. Plus, in today's world there is so much noise, we are trusting personal referrals more than ever; we have a short attention span, and so we are listening to the people who "get us" and whom we trust. As a result, the key to wielding influence and getting what we want is to be the person others like, respect, and trust."*

– Dave Kerpen



<b>P1</b>	<b>Understand people</b> . . . . .	Page 2
	You can't understand how to influence others until you first understand yourself.	
<b>P2</b>	<b>Meet the right people</b> . . . . .	Pages 2 - 3
	To meet the right people, connect to lots of smart people. One of them will introduce you.	
<b>P3</b>	<b>Read people well</b> . . . . .	Page 3
	Before you can influence people, you have to listen to what they say. Be an active listener.	
<b>P4</b>	<b>Connect intelligently</b> . . . . .	Page 4
	The most important question to ask is always, "How can I help you?"	
<b>P5</b>	<b>Learn how to influence</b> . . . . .	Pages 4 - 5
	The best way to influence people is to help them come up with your idea.	
<b>P6</b>	<b>Change people's minds</b> . . . . .	Page 5
	Don't try and change the other person's mind. Instead, change your own mindset.	
<b>P7</b>	<b>Get good at teaching</b> . . . . .	Page 6
	The best way to teach anything is to show someone how to do things, not just to tell them.	
<b>P8</b>	<b>Learn how to lead</b> . . . . .	Page 6
	The secret to being a great leader is to make the choice to lead from the front. Inspire others to follow.	
<b>P9</b>	<b>Resolve conflicts well</b> . . . . .	Page 7
	The best way to resolve conflicts is to have the attitude you're there to help find a way for all parties to win.	
<b>P10</b>	<b>Be able to inspire</b> . . . . .	Page 7
	Like it or not, people don't really care about you. To inspire, make it about them and how they can grow.	
<b>P11</b>	<b>Keep people happy</b> . . . . .	Page 8
	Do everything you can to acknowledge and thank your people for what they do. It will be worth it.	

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