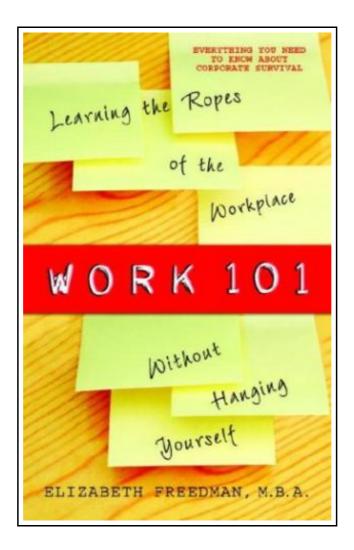
Work 101: Learning the Ropes of the Workplace Without Hanging Yourself (Paperback)



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Reviews

Merely no words to spell out. I am quite late in start reading this one, but better then never. I am happy to explain how this is actually the very best publication we have go through within my personal daily life and can be he best ebook for at any time.

(Althea Christiansen)

WORK 101: LEARNING THE ROPES OF THE WORKPLACE WITHOUT HANGING YOURSELF (PAPERBACK)



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Bantam Doubleday Dell Publishing Group Inc, United States, 2007. Paperback. Book Condition: New. 208 x 137 mm. Language: English . Brand New Book. In this straight-talking guide, MBA Elizabeth Freedman--an expert in corporate etiquette--shares the rules of the workplace that only veterans know: survival secrets that will help you avoid the common mistakes that can sink careers at the gate. From getting a seat at the meeting table to dealing with a demanding boss, from talking salary in a performance review to what not to say at a business function, Work 101 tells you everything you need to know to master the (shameless) art of climbing the corporate ladder. - Manage the manager--how to survive any type of boss, including the Boss from Hell - Master the art of introduction--have them at hello! - Create winning e-mails that actually get read--and tips for avoiding on-screen blunders and other career-ending disasters - How to handle a cube invader - What not to order, wear, or say at a business lunch - The real rules for dressing business casual--what to wear and when - How not to be clueless about promotions and (bigger) bonuses - The five steps to employee-boss success-including the top-ten things to listen to and observe - How to avoid burning your bridges (and other great exit strategies).and much, much more!.

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