



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

By Elizabeth Freedman

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...



READ ONLINE
[5.86 MB]

Reviews

Very beneficial to all of class of people. I am quite late in start reading this one, but better then never. You may like just how the writer create this publication.

-- **Audra Klocko PhD**

Thorough information! Its this type of great go through. It is amongst the most incredible publication i actually have read through. It is extremely difficult to leave it before concluding, once you begin to read the book.

-- **Germaine Welch**

Related eBooks



Hands Free Mama: A Guide to Putting Down the Phone, Burning the To-Do List, and Letting Go of Perfection to Grasp What Really Matters! (Paperback)

ZONDERVAN, United States, 2014. Paperback. Book Condition: New. 211 x 137 mm. Language: English . Brand New Book. Rachel Macy Stafford s post The Day I Stopped Saying Hurry Up was a true phenomenon on The Huffington Post, igniting countless conversations online...



America s Longest War: The United States and Vietnam, 1950-1975 (Paperback)

McGraw-Hill Education - Europe, United States, 2013. Paperback. Book Condition: New. 5th. 206 x 137 mm. Language: English . Brand New Book. Respected for its thorough research, comprehensive coverage, and clear, readable style, America s Longest War explores the origins of the...



Walking (Paperback)

1st World Library, United States, 2004. Paperback. Book Condition: New. 208 x 134 mm. Language: English . Brand New Book ***** Print on Demand *****.Purchase one of 1st World Library s Classic Books and help support our free internet library of downloadable...



Nickel Plated (Paperback)

Amazon Encore, United States, 2011. Paperback. Book Condition: New. 206 x 137 mm. Language: English . Brand New Book. It was weird to just get a contact out of nowhere. She was a kid, though, I could tell that from just the...



Crochet: Learn How to Make Money with Crochet and Create 10 Most Popular Crochet Patterns for Sale: (Learn to Read Crochet Patterns, Charts, and Graphs, Beginner s Crochet Guide with Pictures) (Paperback)

Createspace, United States, 2015. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****.Getting Your FREE Bonus Download this book, read it to the end and see BONUS: Your FREE Gift chapter after...



Twitter Marketing Workbook: How to Market Your Business on Twitter (Paperback)

Createspace Independent Publishing Platform, United States, 2016. Paperback. Book Condition: New. Workbook. 279 x 216 mm. Language: English . Brand New Book ***** Print on Demand *****.Twitter Marketing Workbook 2016 Learn how to market your business on Twitter for free A best-selling...