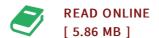




# Work 101: Learning the Ropes of the Workplace Without Hanging Yourself (Paperback)

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 employeeboss success--including the...



## Reviews

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-- Audra Klocko PhD

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-- Germaine Welch

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