



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...



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This ebook is fantastic. It is actually written in straightforward terms rather than hard to understand. It has been designed in an extremely straightforward way and it is merely soon after I finished reading through this ebook through which in fact modified me, alter the way I really believe.

-- **Justice Wilderman**

It becomes an amazing book which I actually have at any time study. It is actually loaded with wisdom and knowledge. You won't sense monotony at any time of your respective time (that's what catalogues are for regarding should you request me).

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