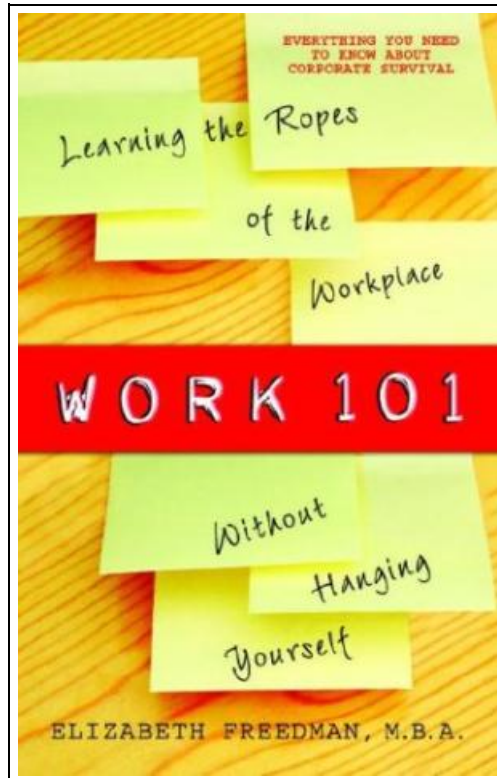


Work 101: Learning the Ropes of the Workplace Without Hanging Yourself



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It is great and fantastic. I actually have read and so i am certain that i am going to going to go through once again yet again in the future. I realized this ebook from my dad and i encouraged this book to find out.
(Dr. Kayden Gerlach)

WORK 101: LEARNING THE ROPES OF THE WORKPLACE WITHOUT HANGING YOURSELF



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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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