



The Etiquette Edge: Modern Manners for Business Success (Paperback)

By Beverly Langford

Amacom, United States, 2016. Paperback. Condition: New. 2nd edition. Language: English . This book usually ship within 10-15 business days and we will endeavor to dispatch orders quicker than this where possible. Brand New Book. Intelligence, ambition, and skill will start you on the road to success, but without strong communications skills, social savvy, and a sense of appropriate behavior .you won t get far. The Etiquette Edge gives you a crash course on modern business manners. New advice explains how to navigate sticky situations at work, including digital inter actions that are easy to misinterpret-and hard to mend. From interviewing etiquette and dress codes to working in close quarters and communicating upward, you ll master the es - sen tials of making a great impression and building relationships, including how to: Be smart about how-and when - you use your smartphone; Handle difficult conversations with tact and finesse; Check texts and emails for content and tone; Create a polished image on social media; Conduct meetings (in person, online, or over lunch) with poise and confidence; and more. In our era of entitlement, saying thank-you and giving praise are increasingly rare- but these simple acts are far from empty gestures....



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