

New Rules @ Work



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NEW RULES @ WORK

79 Etiquette Tips, Tools,
and Techniques to Get Ahead
and Stay Ahead

Barbara Pachter
with Ellen Schneid Coleman



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著者:Pachter, Barbara/ Coleman, Ellen Schneid

出版者:Berkley Pub Group

出版时间:2006-9

装帧:Pap

isbn:9780735204072

The rules that can make or break your career.

For anyone who's breaking in, moving up, or just trying to make a great professional impression, this essential guide offers real-life anecdotes and advice to help you build competence and confidence in the tricky arena of modern business etiquette.
Includes:

- "Blunder Busters"-proven strategies to help you tackle anything from office dating to business lunches
- "Sir, your fly is unzipped!"-the art of verbal diplomacy
- Contemporary guidelines for goof-proof e-mail
- The top ten career killers and how to beat them
- Global gaffes: easy ways to avoid overseas embarrassment
- Grace under fire-surviving dining disasters, party faux-pas and everything in-between

作者介绍:

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