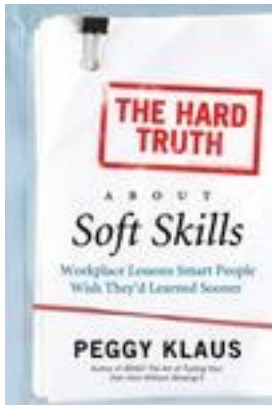


The Hard Truth About Soft Skills



[The Hard Truth About Soft Skills 下载链接1](#)

著者:Peggy Klaus

出版者:Collins Publishers Limited

出版时间:2008

装帧:Paperback

isbn:9780061284144

What's the hard truth? Soft skills get little respect but will make or break your career. Master your soft skills and really get ahead at work!

Fortune 500 coach Peggy Klaus encounters individuals every day who excel at their jobs but aren't getting where they want to go. It's rarely a shortfall in technical expertise that limits their careers, but rather a shortcoming in their social, communication, and self-management behaviors. In *The Hard Truth About Soft Skills* Klaus delivers practical tools and techniques for mastering soft skills across the career spectrum. She shows how to:

manage your workload

handle the critics

develop and promote your personal brand

navigate office politics

lead the troops

and much more!

Klaus reveals why soft skills are often ignored, while bringing their importance to life in her trademark style—straightforward, humorous, and motivating. Perfect for readers at all professional stages—from those who are just starting out to seasoned executives—this book is essential reading for anyone who wants to take his or her career to the next level.

作者介绍:

目录:

[The Hard Truth About Soft Skills_ 下载链接1](#)

标签

软技巧

心理学

成长

心理

表达

社科

沟通

工作案例

评论

[The Hard Truth About Soft Skills 下载链接1](#)

书评

[The Hard Truth About Soft Skills 下载链接1](#)