

Letitia Baldriges Complete Guide to Executive Manners



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著者:Baldrige

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<p>After sixteen printings in its first edition and two in this updated version, this bestseller remains America's most complete guide to the hidden asset that isn't taught in business schools -- the personal behavior that can make you or break you in today's competitive workplace. Letitia Baldrige takes the reader from the first interview and first day at work through all the complex knowledge we need to maneuver through the ranks and rise to the top.</p>

<p>WHAT THIS BOOK REVEALS:</p>

<p>The ten major problems at work that never existed before, but which everyone from trainee to CEO must learn to handle today</p>

<p>The twenty-four hallmarks of those who "work smart" today</p>

<p>Which behaviors accepted a short time ago may spell disaster today</p>

<p>The new codes concerning dress...language...socializing with colleagues...behavior when traveling and at conferences or meetings</p>

<p>What degree of informality is acceptable today -- and with whom</p>

<p>What you must know about the new manners relating to diversity...plurality...family values...sexual freedom...and substance abuse problems...about hiring and firing...and much more</p>

<p>A total update on today's business entertaining, from lunch with a guest at your desk to planning parties for thousands</p>

<p>Running meetings, from interoffice to international</p>

<p>Corresponding in every form, from traditional to high-tech electronics...forms of address...Plus the hidden rituals of business life that a polished professional on the rise must learn to handle with poise and confidence</p>

<p>As life at work becomes increasingly pressured, everyone needs to know more about improving interpersonal relations. You'll learn exactly what to do, what to say, and how best to present yourself, from this extraordinary guide. Plus -- it's good reading!</p>

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作者介绍:

利蒂希娅·鲍德瑞奇 夫人

国际最顶尖礼仪权威，出身名门世家，专精礼仪。

曾在美国驻巴黎及罗马大使馆主掌礼宾部门。

曾担任美国第一夫人杰奎琳·肯尼迪的事务官，达二十余年之久，并于不同时期为5任美国第一夫人提供着装建议。

30岁成为世界著名珠宝品牌和美国殿堂级设计名门蒂芙尼集团的首位女性执行官。

创立了自己的公司，在少有女性经营企业的保守年代中，成为美国女性企业家的先驱。

她的《礼仪书》至今已译为二十多种语言，全球销售超过500万册

2009年，以特殊嘉宾身份出席奥巴马总统就职舞会。

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书评

此書據Letitia Baldrige's New Manners for New Times: Letitia Baldrige's New Manners for New Times, Simon & Schuster, 2003年版翻譯。

這是一本很艱深的書，裏面充斥了我很費力纔能理解的各種禮儀，比如： -
女士請男士吃飯，在餐桌下悄悄把錢遞給對方。(p. 60) - 不要...

本来从图书馆借回来这本书是为了提升一下自己关于礼仪方面的知识，看看需要注意在一些特定场合中的禁忌。

翻了翻书才知道，作者是美国第一夫人杰奎琳·肯尼迪首席事务官，被《时代杂志》誉为国际最顶尖礼仪权威。听到这个名头，就觉得很高大上对吧。可是翻开书来看，全部都是宴...

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