

Office 101



[Office 101_ 下载链接1](#)

著者:Day-Lewis, Geoffrey

出版者:

出版时间:2008-4

装帧:

isbn:9780740772801

Starting a new job, or just wanting to brush up on workplace etiquette? Office 101- An Illustrated Guide is the worker's indispensable desk reference for coping with the day-to-day grind of office life. Brimming with helpful hints: "If at first you don't succeed, destroy all evidence that you tried." And, "Always give 100 percent of yourself. Monday-2 percent, Tuesday-13 percent, Wednesday-29 percent, Thursday-21 percent,

Friday-35 percent." Plus pertinent and timely reminders: "Try to behave at the Christmas party." Or, "Don't get carried away on dress down Friday." And basic career tips: " The customer is always right." And, "The boss is always right too!". With Office 101 - An Illustrated Guide at your side, you'll be managing the company in no time at all.

作者介绍:

目录:

[Office 101_ 下载链接1](#)

标签

评论

[Office 101_ 下载链接1](#)

书评

[Office 101_ 下载链接1](#)