



## Business Etiquette: Keep Your Competitive Edge and Maintain Successful Business Networks (3rd)

By Patsy Rowe

New Holland Publishers. Paperback. Book Condition: new. BRAND NEW, Business Etiquette: Keep Your Competitive Edge and Maintain Successful Business Networks (3rd), Patsy Rowe, Do you want to polish your personal skills and be more successful at whatever you do? If you want to get to the top in the business world, you need to have an extra edge over the competition. First impressions last and people will be impressed if you have great social skills to go with your business know-how. "Business Etiquette" provides the strategies to achieve success by demonstrating what to do, when to do it, and most importantly, how to do it. What you'll discover in this book is: appropriate grooming for men and women; how to manage your cyber CV and apply successfully for jobs online; the value and role of social media in job search today; strategies to shine at the job interview plus techniques for successful Skype interviews; how to make effective introductions; the key to being assertive: how to say no when you need to; how to turn small talk into big business: how to mixn mingle and increase your database; how to be a respected manager; how to deal with being dissatisfied or...



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