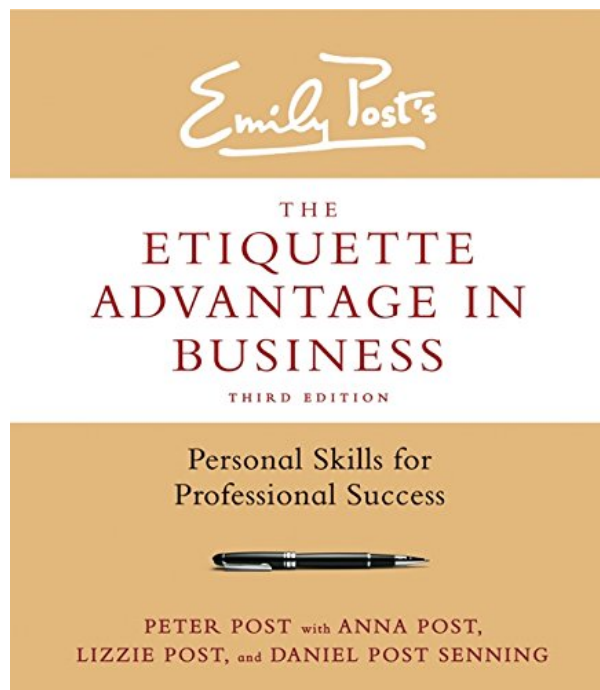


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Personal Skills for
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Your key to professional and personal success

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Today, more than ever, good manners mean good business. The Etiquette Advantage in Business offers proven, essential advice, from resolving conflicts with ease and grace to building productive relationships with colleagues at all levels. It also offers up-to-date guidance on important professional skills, including ethics, harassment in the workplace, privacy, networking, email, social media dos and don'ts, and knowing how and when to take responsibility for mistakes.

For the first time in business history, four distinct generations inhabit the workplace at the same time, leading to generational differences that can cause significant tensions and relationship problems. The Etiquette Advantage in Business aims to help navigate conflict by applying consideration, respect, and honesty to guide you safely through even the most difficult situations.

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About the Author

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Must Have

By Amanda

Glad I purchased. It has many "good to knows" and good insight for situations that you might be prepared for.

0 of 0 people found the following review helpful.

I would recommend getting a hard copy rather than the Kindle version

By GreyLove

If using this book for a class, I would recommend getting a hard copy rather than the Kindle version.

0 of 0 people found the following review helpful.

“Duh!”

By Credit Secrets Series Author

Years ago, I heard a spoof on editorials in the form of an editorial in support of food (as if anyone is opposed to “food”). This memory comes to mind as I consider the thesis at the core of this book: observing good manners, based on commonly accepted standards of decency, will work to your advantage. As the expression goes, “Duh!”

Here are a few samples of the pearls of wisdom you will read in this book:

- * “Bosses are people, too.”
- * “Our actions impact the image others have of us.”
- * “The importance of clothes and grooming is obvious.”
- * “The perspective of the other person matters.”
- * “HOW you do things matters.”

The irony is that the people who most need to read this book will probably never read it—and, conversely, those who read it are probably those who will benefit the least because they are already aware of the importance of good manners (which is just another term for “showing appropriate consideration toward others”).

But maybe the act of reading about something that you believe in but feel that others are neglecting will give you satisfaction. In that case, as long as you don’t mind trudging through sentences like the ones listed above, you may enjoy this book.

Daniel K. Berman, Ph.D., Amazon author

The Newest Story of O: How to Legally Pay 0% Interest on the Money You Owe & Eliminate Your Debt in a Fraction of the Time—Secrets to Making the Credit System Work in Your Favor

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