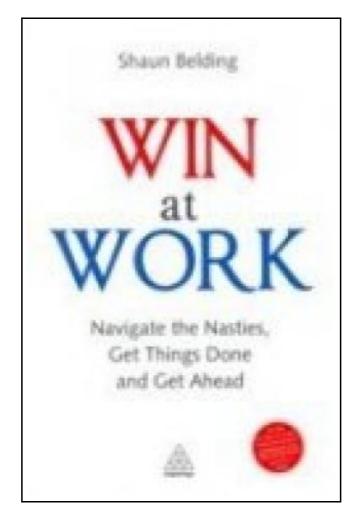
Win at Work: Navigate the Nasties, Get Things Done and Get Ahead



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Reviews

This ebook is very gripping and fascinating. Sure, it is engage in, nevertheless an amazing and interesting literature. It is extremely difficult to leave it before concluding, once you begin to read the book.

(Ms. Ora Buckridge)

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Kogan Page Limited/Viva Books, 2010. Softcover. Book Condition: New. First edition. In today?s competitive work environment, it is increasingly difficult to get ahead and get noticed. With the right strategies, however, we can profoundly influence our success at work and in life. We have an opportunity, every day, to change the odds in our favour. Win at Work includes five powerful sections covering: ? the winning attitude ? achievement and success? winning in the workplace? winning with people? dealing with stress and difficult people Each section contains dozens of crisp, incisive strategies with research references from a number of countries and anecdotal stories from the author?s experiences around the world. Contents: Introduction? Part 1: The winning attitude: Winning attitude characteristic 1: The positive attitude? Winning attitude characteristic 2: Understanding yourself and what?s important? Winning attitude characteristic 3: Believing? Winning attitude characteristic 4: Continuous improvement ? Winning attitude characteristic 5: Passion Part 2: Achievement and success: Your 100-day plan? Your winning personal image? Earning respect? Surround yourself with good people ? Action is louder than words ? The power of patience ? The power of focus ? Part 3: Winning in the workplace: The myths of workplace success? Be a champion of change? Big picture, little picture? The line (and how not to cross it)? Ten important etiquette tips? Political correctness? Being a good team player? Rules for building better workpace relationships? Part 4: Winning with people: First impressions? Outward focus? Two big hot buttons? Cold buttons? The way of words? Networking? Part 5: Dealing with stress and difficult people: Difficult situations and people? All stressed up and nowhere to go? Conclusion Printed Pages:...



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