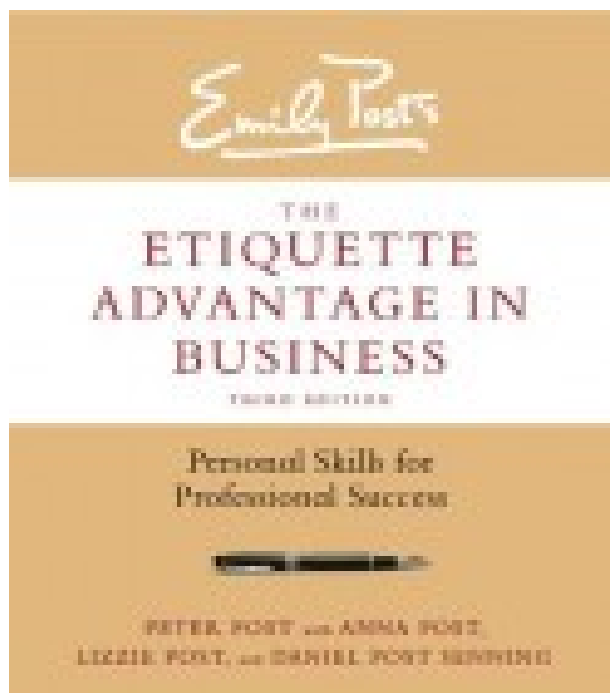


# The Etiquette Advantage in Business



<b>Forfatter:</b>	Peter Post, Anna Post, Lizzie Postog Daniel Post Senning
<b>Forlag:</b>	HarperCollins Publishers Inc
<b>Sprak:</b>	Engelsk
<b>Antall sider:</b>	352
<b>ISBN/EAN:</b>	9780062270467
<b>Kategori:</b>	E-bøker
<b>Utgivelsesar:</b>	2014

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Completely revised and updated, the third edition of the Posts' *The Etiquette Advantage in Business* is the ultimate guide professionals need to navigate everyday and unusual situations in the office—the key to professional and personal success. 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—from successfully networking to winning clients and closing deals. It also offers up-to-date guidance on pressing issues, including ethics, harassment in the workplace, privacy, e-mail and social media dos and don'ts, and knowing how and when to take responsibility for mistakes. Written for professionals from diverse backgrounds and fields, *The Etiquette Advantage in Business* remains the definitive resource for timeless advice on business entertaining, written communication, appropriate attire for any business occasion, conventions and trade shows, job searches and interviews, gift-giving, overseas travel, and more.

In today's hyper-competitive workplace, knowing how to behave can make the difference between getting ahead and getting left behind. *The Etiquette Advantage in Business, Third Edition*, provides critical tools for building solid, productive relationships and helps you meet the challenges of the work world with confidence and poise.

Hva er lederskap? og Hva er godt lederskap? av Leif-Runar Forsth. Hovedoppgave i filosofi ved Universitetet i Oslo Våren 2002.

Sammendrag. Denne oppgaven stiller.