

1. Record Nr.	UNINA9910781163703321
Autore	Publishing Bloomsbury
Titolo	Assert Yourself [[electronic resource]] : How to Find Your Voice and Make Your Mark
Pubbl/distr/stampa	London, : A&C Black, 2009
ISBN	1-282-43712-7 9786612437120 1-4081-3425-X
Edizione	[Rev. ed.]
Descrizione fisica	1 online resource (103 p.)
Collana	Steps to Success
Disciplina	158/.2 650.1
Soggetti	Assertiveness (Psychology) Communication Interpersonal communication Social Sciences Commerce Business & Economics Psychology Vocational Guidance Labor & Workers' Economics
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di bibliografia	Includes bibliographical references.
Nota di contenuto	Cover Page; Title Page; Copyright Page; Table of Contents; How assertive are you?; 1 Communicating assertively at work; 2 Developing presence; 3 Building confidence at work; 4 Managing others' perceptions; 5 Using non-verbal communication; 6 Dealing with stressful relationships and bullying; 7 Improving leadership skills; 8 Negotiating the pay rise you deserve; Where to find more help
Sommario/riassunto	Do you find it hard to say 'no'? Are you tongue-tied in important meetings? Assert Yourself will help you find your voice and stand up for yourself without appearing aggressive. Full of practical advice on how to change the way you work and live for the better, the book contains a self-assessment quiz, step-by-step guidance, top tips, common

mistakes and advice on how to avoid them, summaries of key points, and lists of handy books and websites. Full of practical, step-by-step advice on how to boost your self confidence and deal with others assertively without appearing aggressive, Assert Your

2. Record Nr.	UNINA9910689791303321
Titolo	Faith-based perspectives on the provision of community services : hearing before the Subcommittee on Criminal Justice, Drug Policy and Human Resources of the Committee on Government Reform, House of Representatives, One Hundred Eighth Congress, second session, January 23, 2004
Descrizione fisica	1 online resource (iii, 114 p.)
Soggetti	Church charities - United States Church and social problems - United States Federal aid to human services - United States Faith-based human services - United States
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
