

1. Record Nr.	UNINA9910782291003321
Autore	Fox Sue <1949->
Titolo	Business etiquette for dummies [[electronic resource] /] / by Sue Fox
Pubbl/distr/stampa	Hoboken, N.J., : Wiley Chichester, : John Wiley [distributore], 2008
ISBN	1-118-05157-2 0-470-38610-X
Edizione	[2nd ed.]
Descrizione fisica	1 online resource (362 p.)
Collana	--For dummies Business etiquette for dummies
Disciplina	395.52
Soggetti	Business etiquette Etiquette
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Previous ed.: Foster City, Calif.: IDG Books Worldwide, 2001.
Nota di contenuto	Business Etiquette for Dummies, 2nd Edition; About the Author; Dedication; Author's Acknowledgments; Contents at a Glance; Table of Contents; Introduction; Part I: Conducting Yourself Gracefully in the Business World; Part II: Building Better Communication Skills; Part III: Behaving in the Boardroom and Beyond; Part IV: Overcoming Work-Related Challenges; Part V: Doing Business on a Global Scale; Part VI: The Part of Tens; Index
Sommario/riassunto	Make no mistake, etiquette is as important in business as it is in everyday life - it's also a lot more complicated. From email and phone communications to personal interviews to adapting to corporate and international cultural differences, Business Etiquette For Dummies, 2nd Edition, keeps you on your best behavior in any business situation. This friendly, authoritative guide shows you how to develop good etiquette on the job and navigate today's diverse and complex business environment with great success. You'll get savvy tips for dressing the part, making polite conversa