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Collana	Steps to Success
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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

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