

1.	Record Nr.	UNISA990000323050203316
	Autore	Ghatak, Ajoy
	Titolo	Introduction to fiber optics / Ajoy Ghatak, K.Thyagarajan
	Pubbl/distr/stampa	Cambridge : University Press, copyr. 1998
	ISBN	0-521-57785-3
	Descrizione fisica	XVI, 565 p. : ill. ; 26 cm.
	Altri autori (Persone)	Thyagarajan, K.
	Disciplina	621.36
	Collocazione	621.36 GHA
	Lingua di pubblicazione	Inglese
	Formato	Materiale a stampa
	Livello bibliografico	Monografia
2.	Record Nr.	UNINA9910679232303321
	Titolo	Assert yourself : how to find your voice and make your mark
	Pubbl/distr/stampa	London : , : A&C Black, , 2009
	ISBN	1-280-85135-X 9786610851355 1-4081-0254-4
	Edizione	[Revised edition.]
	Descrizione fisica	1 online resource (97 p.)
	Collana	Steps to success
	Disciplina	650.13
	Soggetti	Assertiveness (Psychology) Interpersonal communication
	Lingua di pubblicazione	Inglese
	Formato	Materiale a stampa
	Livello bibliografico	Monografia
	Note generali	Includes index.
	Nota di contenuto	Cover; Titlepage; Copyright; 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; Index

Sommario/riassunto

Full of practical, step-by-step advice on how to boost your self confidence and deal with others assertively without appearing aggressive, Assert yourself contains a self-assessment quiz, top tips, common mistakes and advice on how to avoid them, summaries of key points, plus lists of handy books and weblinks.
