

1. Record Nr.	UNISA990001222620203316
Autore	KENNEDY, Máire
Titolo	French books in eighteenth-century Ireland / Máire Kennedy
Pubbl/distr/stampa	Oxford : Voltaire foundation, 2001
ISBN	0-7294-0746-2
Descrizione fisica	XI, 171 p ; 24 cm
Collana	SVEC : studies on Voltaire and the eighteenth century ; 2001/7
Disciplina	074.014
Soggetti	Stampa francese - Linguaggio
Collocazione	II.1 Coll. 116/ 47
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
2. Record Nr.	UNINA9910463746603321
Autore	Sathe Vijay
Titolo	Manage your career : 10 keys to survival and success when interviewing and on the job // Vijay Sathe
Pubbl/distr/stampa	New York, New York (222 East 46th Street, New York, NY 10017) : , : Business Expert Press, , 2015
Edizione	[Second edition.]
Descrizione fisica	1 online resource (240 p.)
Collana	Human resource management and organizational behavior collection, , 1946-5645
Disciplina	650.1
Soggetti	Success in business Electronic books.
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 (pages 201-214) and index.
Nota di contenuto	Part I. Strive to create a positive impact for your organization and

yourself -- Part II. Determine your "values gap" and your "skills, effort, and support gap" before accepting a new job -- Part III. Talk less and listen more for effective onboarding -- Part IV. Continue to deliver results and make other contributions -- Part V. How the keys work for those who do not work in an organization -- Part VI. Secret sauce for career success -- Appendix 1. Template for self-reflection -- Appendix 2. Harvard cases that can be used with this book -- Notes -- References -- Index.

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## Sommario/riassunto

This book gives you the keys to survival and success as your career progresses from one job to the next in the same organization or in different organizations--be they for-profit, nonprofit, government, or volunteer. It can help you to avoid the many traps and pitfalls you will encounter along your career path and guide you toward increased personal effectiveness during all three stages of the job cycle--when you are interviewing for a new job, as a newcomer, and thereafter. Whether you are preparing to enter the workforce for the first time or are in an early, middle, or a later career stage, this book will show you how to avoid jobs and organizations that are not right for you. It will also help you to go beyond survival to achieve success by doing your job well and making other contributions to your organization in ways that improve your job performance, job satisfaction, happiness at work, and personal and professional growth. The keys this book provides work whether you are an independent contributor, a manager responsible for the work of others, or an executive responsible for the enterprise. Organizational leaders, human resource professionals, career coaches, and mentors can also use this book to educate and train people to make work more productive and personally rewarding for themselves and others for whom they are responsible.

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