

|                         |  |
|-------------------------|--|
| 1. Record Nr.           | UNISA996207961403316   |
| 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<br>9786610851355<br>1-4081-0254-4  |
| Edizione                | [Revised edition.]   |
| Descrizione fisica      | 1 online resource (97 p.)  |
| Collana                 | Steps to success   |
| Disciplina              | 650.13   |
| Soggetti                | Assertiveness (Psychology)<br>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.  |

|                         |  |
|-------------------------|--|
| 2. Record Nr.           | UNISALENT0991004367534807536                           |
| Autore                  | Oberdorfer, Aldo                                       |
| Titolo                  | Riccardo Wagner / Aldo Oberdorfer                      |
| Pubbl/distr/stampa      | Milano : Mondadori, 1960                               |
| Descrizione fisica      | 500 p. ; 20 cm   |
| Collana                 | Il bosco ; 69  |
| Disciplina              | 927.8  |
| Soggetti                | Wagner, Richard Biografie<br>Wagner, Richard Biografie |
| Lingua di pubblicazione | Italiano   |
| Formato                 | Materiale a stampa                                     |
| Livello bibliografico   | Monografia   |