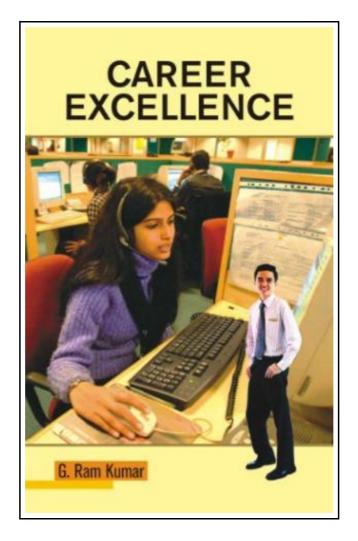
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Reviews

Definitely one of the best book We have at any time go through. It is actually filled with wisdom and knowledge I am quickly could get a delight of studying a published book.

(Dr. Kim Bergnaum)

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Atlantic Publishers & Distributors (P) Ltd, 2013. Softcover. Book Condition: New. Career Excellence covers a wide range of topics that are pertinent and useful for the modern executive in today?s complex ever-changing corporate environment. In this book readers will find among other things, life-making skills like how to: ? Write an attractive CV? Excel in job interviews? Communicate effectively? Sport the right attitudes? Think positively ? Believe in yourself? Value dignity of labor and people? Thrive in change? Keep learning & updating yourself ? Manage time, people, conflicts or stress? Take on the trials and tribulations of your career? Develop quality consciousness in your pursuit of excellence? Provide top-of-the-line leadership? Human values These skills just go beyond being merely relevant and are enduring skills that will not change for a long time. Mind you, the stakes are a lifetime! Comprising of 21 chapters and more than 1 essays, Career Excellence? Vol. I & Vol. II is power-packed with practical observations and guidelines. Presented in a simple, easy-to-understand language, this book will be of immense help to everyone interested in empowering their career. Remember, if anyone is interested in your job career it is you? not your boss, not your peers nor your subordinates? it?s you & you alone who is going to make the difference with career excellence! Vol. II?1. Be the perfect boss?Win Your employees? trust; Duties of a Manager; Assessment by objectives; Five Useful managerial skills; (1) Delegate to deliver; (2) Control, not drift; (3) Meeting Manners; (4) Negotiation Skills; (5) Decision-making Skills?2. Vicissitudes along Your career journey At career crossroads? Steer Your career; Coping with recessions; Dealing with career disappointments?3. Getting IT Right?IT @ work; E-mail etiquette; Tips for Net search; Netiquette?4. Re-skill yourself?Learning...



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