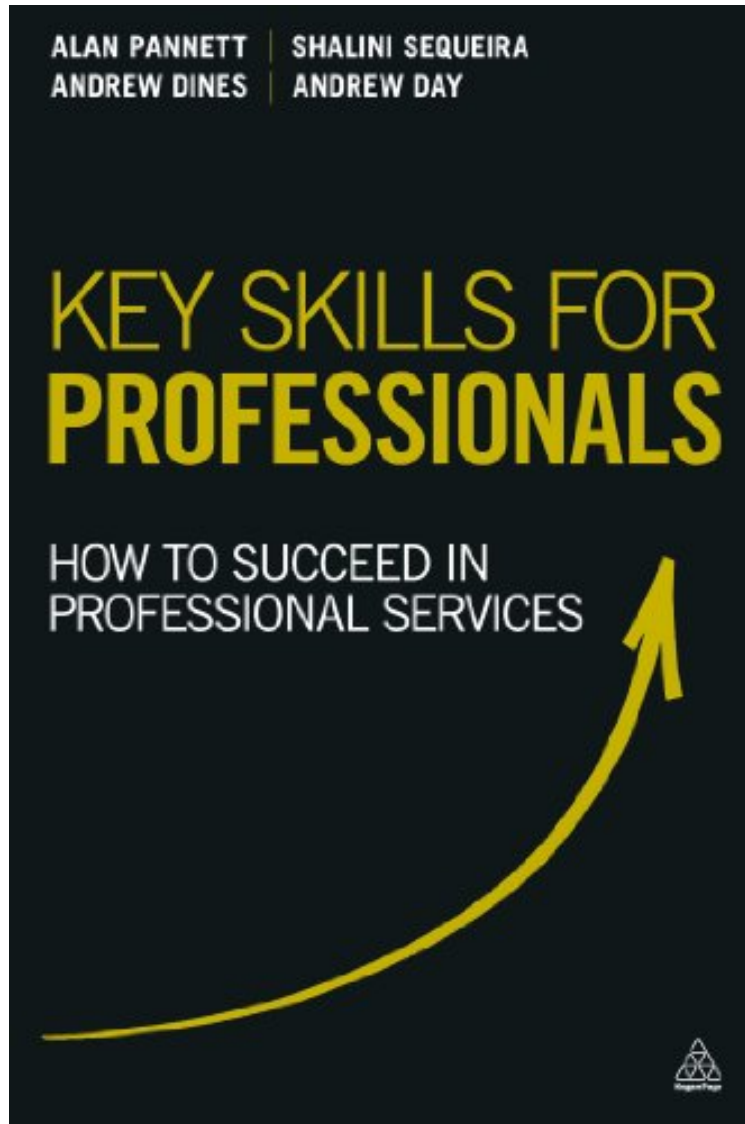


Key Skills for Professionals: How to Succeed in Professional Services

Alan Pannett, Shalini Sequeira, Andrew Dines, Andrew Day
ebooks | Download PDF | *ePub | DOC | audiobook



 Download

 Read Online

#3440582 in eBooks 2013-05-03 2013-05-03 File Name: B00C9IQQNG | File size: 31.Mb

Alan Pannett, Shalini Sequeira, Andrew Dines, Andrew Day : Key Skills for Professionals: How to Succeed in Professional Services before purchasing it in order to gauge whether or not it would be worth my time, and all praised Key Skills for Professionals: How to Succeed in Professional Services:

1 of 3 people found the following review helpful. Tons of nonsense. Just another hastily produced rubbish. By Ji Xiang I'll just list one example: "If you wait until the last minute, it only takes a minute to do." which I find extremely immature and laughable. To me, obviously if everybody acts in this manner then the whole world would be in a total

disaster. We human beings always underestimate instead of overestimate the efforts needed, which is something we have to rectify by years of experience, reasoning, planning, and self-control. I can't imagine any sensible/rational person saying such ridiculous nonsense. Even if not taken literally as "one minute", it's still a dangerous and detrimental thought. Not to mention its totally incoherent and barely readable writing style. In the same section, the FOUR authors (how can such an easy book have FOUR authors?) are totally confusing "setting deadlines" which is normal with "working at last minute" which is downright awful and ridiculous, talking as if they are the same thing. I just don't understand how any mature and reasonable person can have such limited logical capabilities. If they can't even manage their own time and life well, how dare they write such a nonsense to "teach others of good practice". Downright laughable, appalling and disgusting.

Key Skills for Professionals will help you understand and develop the skills you need to be truly professional in a fiercely competitive environment. The areas covered in this book are useful not only to those qualifying for a profession but also for those people who are already working in a professional services business. Practising and demonstrating these skills effectively will help you in your day-to-day work, and could enhance your career progression. Based on their knowledge, experience and expertise, the authors first explain the theory and applicability of each skill area and then provide practical and realistic advice as to how to apply those skills in the working environment on a daily basis. Each chapter explains appropriate management tools and theories in plain language using practical exercises, realistic and relevant case studies and tools for analysing self-awareness, communication styles, financial and commercial awareness and effective writing. The book also contains useful summaries and ideas for further reading.

"[A] strong addition to business practices and skills collections, enthusiastically recommended."