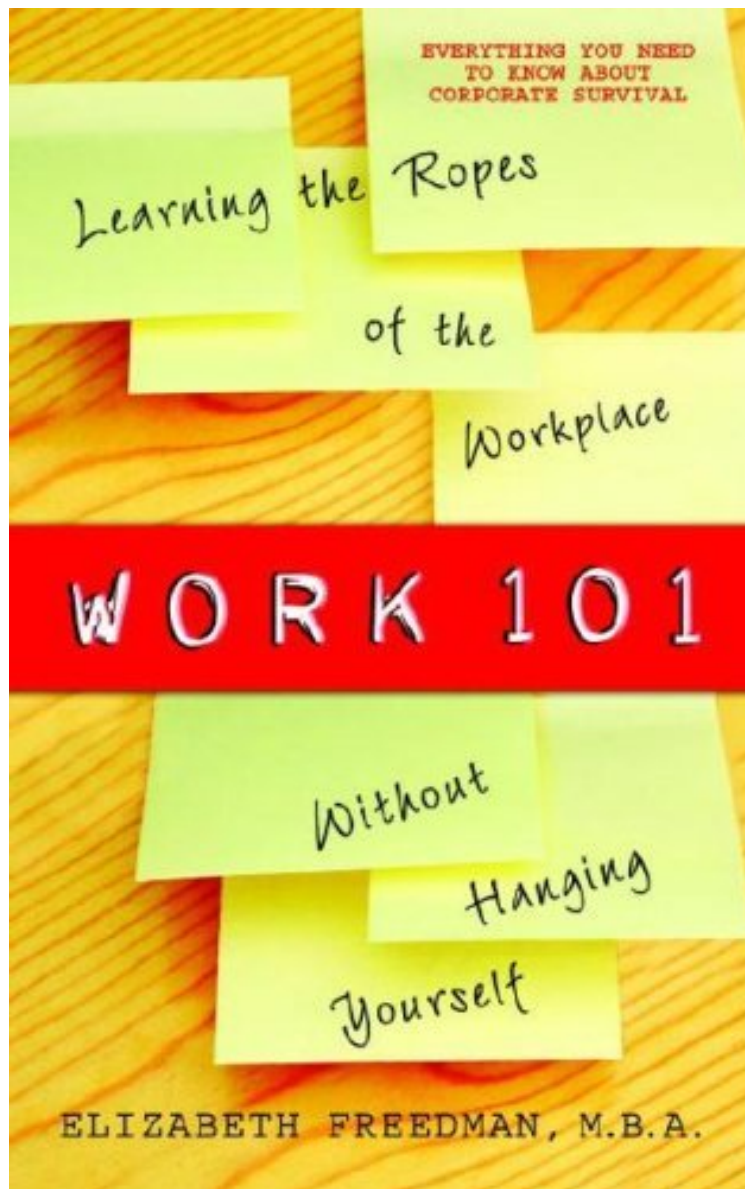


Work 101: Learning the Ropes of the Workplace without Hanging Yourself

Elizabeth Freedman

*audiobook / *ebooks / Download PDF / ePub / DOC*



DOWNLOAD



READ ONLINE

#773094 in eBooks 2007-04-03 2007-04-03 File Name: B000P28WWG | File size: 56.Mb

Elizabeth Freedman : Work 101: Learning the Ropes of the Workplace without Hanging Yourself before purchasing it in order to gage whether or not it would be worth my time, and all praised Work 101: Learning the Ropes of the Workplace without Hanging Yourself:

0 of 0 people found the following review helpful. Five StarsBy Terry W. AlsupBought as gift.0 of 0 people found the

following review helpful. Definitely would recommendBy Erlene LouigeneThis was a good and easy read while getting ready for my first real corporate job. I learned a lot from this book. Shipping was quick. Would definitely recommend.1 of 1 people found the following review helpful. A primer for success in the workplace - no fuss, no mussBy Susan Tordella-WilliamsWith so many unwritten rules of the workplace, it's a relief to read "Work 101" and have the rules in print for all to see -- for young professionals, mid-career, and even those who have "been around a while."I'm in the last category, and I appreciated Elizabeth Freedman'smany good tips. Clothing might seem minor, but we are judged by our appearance. From now on, when I'm preparing for a presentation and feel my usual reluctance to put on the suit, her words will ring in my head.She writes, "My first job out of graduate school [she has an MBA] was working for a global consulting firm where strict business attire was required four days a week. As much as some people would hate having to wear a suit most days, many of us at the company were simply relieved by the rule. You simply woke up in the morning, pulled on a suit and you were all set. No fuss, no muss."She's right. Donning a suit sets a tone and says, "I mean business." The rest of the book spells out other hazy areas such as office relationships; "your fork is not a shovel" - how to eat politely at business events; building relationships; effective emails and meetings; job hunting; job leaving and more.Impromptu meetings might seem inconsequential, but Elizabeth shows how to use them for maximum advancement. She writes, "Have courage. You might come into contact with plenty of interesting executives, hardworking coworkers or other colleagues with whom you can exchange ideas -- as long as you are willing to approach them first. Don't expect others to come to you or take the initiative when it comes to an impromptu meeting. It's up to you to get the ball rolling, so take a deep breath and go for it."The book is an essential primer for young professionals and reminder to everyone else of small and big things that polish our image and create stepping stones towards success in the business world. Her casual no fuss, no muss writing style is easy-to-read. I'm sharing my copy with my 20-somethings.

In this straight-talking guide, MBA Elizabeth Freedman—;an expert in corporate etiquett—;shares the rules of the workplace that only veterans know: survival secrets that will help you avoid the common mistakes that can sink careers at the gate. From getting a seat at the meeting table to dealing with a demanding boss, from talking salary in a performance review to what not to say at a business function, Work 101 tells you everything you need to know to master the (shameless) art of climbing the corporate ladder.●; Manage the manager—;how to survive any type of boss, including the Boss from Hell●; Master the art of introduction—;have them at hello!●; Create winning e-mails that actually get read—;and tips for avoiding on-screen blunders and other career-ending disasters●; How to handle a "cube invader"●; What not to order, wear, or say at a business lunch●; The real rules for dressing business casual—;what to wear and when●; How not to be clueless about promotions and (bigger) bonuses●; The five steps to employee-boss success—;including the top-ten things to listen to and observe●; How to avoid burning your bridges (and other great exit strategies)●;and much, much more!From the Trade Paperback edition.

About the AuthorElizabeth Freedman, MBA, is an award-winning speaker, author, and owner of a corporate training and development firm. She works with organizations to transform their new professionals into successful employees, and her articles about work and life choices for students and young professionals are frequently featured on Collegeboard.com and TopMBA.com. She lives in Natick, Massachusetts, with her husband and son.