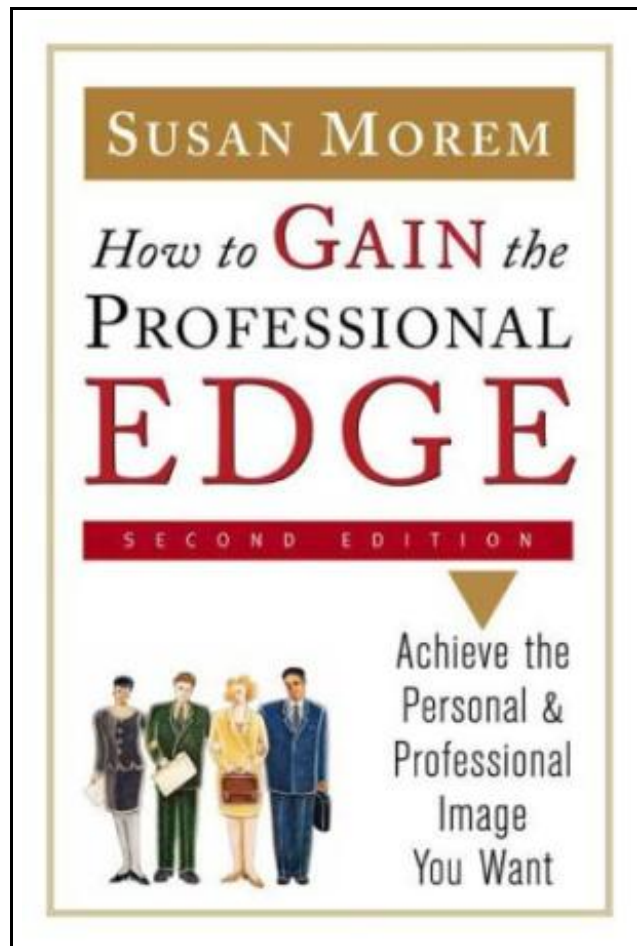


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HOW TO GAIN THE PROFESSIONAL EDGE: ACHIEVE THE PERSONAL AND PROFESSIONAL IMAGE YOU WANT



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Facts on File Inc, United States, 2005. Paperback. Book Condition: New. 2nd Revised edition. 226 x 150 mm. Language: English . Brand New Book. Studies have shown that 93 percent of what is believed about people in business is based upon visual messages, not on credentials or on the content of conversation. An invaluable resource in today s job market, How to Gain the Professional Edge, Second Edition helps readers answer a host of questions about behavior, attitude, and image to improve professionalism and open doors to advancement and career success. An expert in the field, author Susan Morem has completely updated this second edition, adding a new introduction and revising much of the text. The book has also been expanded to include six new chapters. New topics cover technology, networking, handling stress, speaking up, self-promoting, likeability, staying healthy, making a difference, and much more. Chapters include: Critical Impressions; Do You Hear What You Are Not Saying? The Altitude Advantage; Social Graces in Business Places; Maximize Your Relationships; Details Make a Difference; You Are What You Wear; Tune into Technology. Perfect for young readers entering the job market or workers wanting to advance their career, this informative book provides the tools, skills, and techniques to help people achieve their professional goals.

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