

The Unofficial Guide to Climbing the Corporate Ladder

By Jack Griffin

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How to get ahead in business today!
Everyone in the business world needs to know the "rules of success", whether worker or management honcho. The problem is, those rules keep changing -- inside tips are a necessity! It's no longer enough to work hard to succeed -- being politically savvy, following the rules of business etiquette, and knowing the secrets to climbing a ladder with many, many rungs are all crucial to corporate health. In *The Unofficial Guide to Climbing the Corporate Ladder* readers learn about:

- Giving -- and receiving -- constructive criticism gracefully
- Business communications -- exactly how private are they?
- Networking in the office and out, including avoiding sticky situations
- International business -- what to talk about and what to avoid on trips abroad
- Determining who your office friends really are -- before you find the letter opener stuck in your back

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Editorial Review

From the Back Cover
The inside scoop… for when you want more than the official line! The hip buzzwords in the business and management world today suggest it's a completely democratic corporate world out there, that hierarchy and chain-of-command have gone the way of coat-and-tie Fridays and the "acceptable" fanny-pinch by the water cooler. Well, guess what—they haven't. The pecking order is alive and well in the American workplace, and if you want to succeed, you've got to know how to work it. You want the inside scoop. The Unofficial Guide™ to Climbing the Corporate Ladder is designed to give savvy professionals like you a foolproof appraisal of everything from the tricky contradictions of the 21st-century workplace to the latest tips for communicating better, building a name for yourself, and dealing with the boss. In this book you'll get unbiased recommendations that are not influenced by any company, product, or organization. The Unofficial Guide™ to Climbing the Corporate Ladder is intensively inspected by The Unofficial Panel of Experts: Jill Frank has a weekly column and radio program on the Business News Network; Sara Unrue Koulen is a business consultant who specializes in integrating technology and office politics; and Susan M. Osborn, Ph.D is a business consultant and author. These specialists ensure that you are armed with the most up-to-date insider information on the subject of career advancement and are told exactly what "the Official establishment" doesn't want you to know. Vital Information on how hiring and firing decisions are made Insider Secrets on effective networking Money-Saving Techniques for putting together a "look" for yourself that spells out confidence and style Time-Saving Tips on navigating the jungle of office politics The Latest Trends in career-savvy etiquette for face-to-face encounters, phone communications, and business correspondence Handy Checklists and Charts for getting your boss on your side and promoting yourself visit us on-line at www.idgbooks.com

About the Author
About the Author Jack Griffin is an Atlanta-based writer specializing in business communication, marketing topics, and corporate history. A former university professor and publishing executive, Mr. Griffin has served as an adviser to top federal officials, presented speeches to a variety of corporate and service organizations, and worked as a communications consultant and speechwriter to customer service organizations, sales forces of major corporations, and motivational speakers. He is president of a consulting firm serving cultural institutions and publishers. Mr. Griffin is the author of The Complete Handbook of Model Business Letters, How to Say It Best; The Business Speaker's Almanac; The Do-It-Yourself Business Promotions Kit; The Lifetime Guide to Business Speaking and Writing; How to Say It at Work: Putting Yourself Across with Power Words; Phrases, Body Language, and Communication Secrets; How to Say It from the Heart: Putting Yourself Across with Power Words; Phrases, Body Language, and Communication Secrets; and other books.

Users Review

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