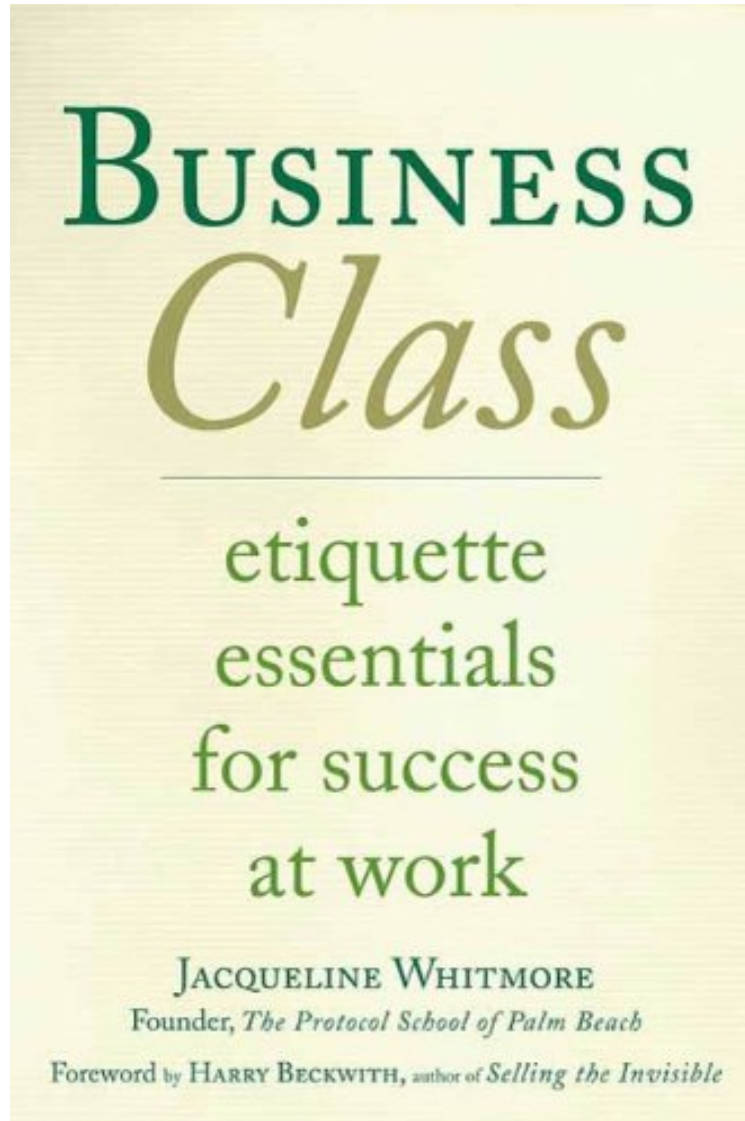


(Download free ebook) Business Class: Etiquette Essentials for Success at Work

Business Class: Etiquette Essentials for Success at Work

Jacqueline Whitmore

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Jacqueline Whitmore : Business Class: Etiquette Essentials for Success at Work before purchasing it in order to gage whether or not it would be worth my time, and all praised Business Class: Etiquette Essentials for Success at Work:

0 of 0 people found the following review helpful. Absolutely the perfect gift for a recent college graduateBy Annie SpeaksAbsolutely the perfect gift for a recent college graduate. I find in this age of technology where most people are focused on their electronic devices, people are forgetting basic manners. Rudeness has become the acceptable norm - for which there is no excuse. Takes very small effort to be kind and adopt basic universal practices that don't offend

others and show respect. I was never offered a job until after having lunch with my future supervisor and the leadership team. And, I did the same with potential employees - much can be understood about the nature of an individual based upon their manners. Good etiquette is good manners and a sign of respect for others.

1 of 1 people found the following review helpful. Valuable Advice. A Must Read. By Pat Buschette
As a small business owner I find myself in a variety of social situations and was thrilled to find a book that addresses many of the questions that I frequently had. The book is a quick read and is written in such a way that it entertains you as it educates you. What do you do when you drop a fork at a restaurant? What do you do when someone eats your dinner roll? Do you stand to greet people in all situations? These things happen all the time and it's nice to know what to do! Thanks Jacqueline for letting me know! You will also want to subscribe to the author's free etiquette newsletter and tips at etiquetteexpert.com.

8 of 8 people found the following review helpful. Short but with some good tips By Melissa Kaye
This book is fairly short (~150 pages) which makes it a quick way to brush up on etiquette. I found myself taking notes on some of the tips offered by the author which I'm sure I'll find useful. The book seems geared towards salespeople and small business owners, although others will find the information helpful as well. The book covers the following topics: First, and lasting, impressions; Small touches equal big business; Suit up for Success; Master your mingling-ability; Small talk savy and effective listening; Dining for Dollars; The art of the meal; Techo-etiquette: minding your manners in the electronic age; Going global: How to avoid an international incident; The power of positive thinking; There are some things that are common sense, although it doesn't hurt to remind us again. I found the tips on mingling and small talk helpful as those are not areas where I'm particularly skilled. The book also covers the classic "where to put your napkin" and "who pays for dinner out" bits of information that we sometimes forget. Since the book is so short, I wouldn't call it a comprehensive guide to etiquette - (see "Etiquette Advantage in Business" by Peggy and Peter Post for an enormous guide to etiquette) Also, it doesn't contain as much "office etiquette" (for those of us who live in large cubicle spaces in huge corporations) as I'd hoped (see *The Etiquette Edge: The Unspoken Rules for Business Success*). Still, I think it's a good quick read and a good starting place for polishing your etiquette skills!

Have you forgotten a person's name two minutes after being introduced? Have you wondered which fork to use or how to discreetly pay the check while attending an important business dinner? Have you insulted an international client by mistake and didn't realize it until it was too late? Making these types of errors can get in the way of getting ahead. However, these faux pas can be avoided by exercising a little bit of business etiquette. Business etiquette is a powerful, practical, and profitable skill you can use when it most counts to get a job, keep a job, or succeed on the job. It is a set of rules and guidelines that makes your professional relationships more harmonious, productive, manageable, and meaningful. International etiquette expert Jacqueline Whitmore provides tips, tactics, and cautionary tales—gleaned from the experience of a multitude of successful CEOs and top managers—as well as information on how to:

- Be more polished and professional in the boardroom or at the dining table
- Master the art of mingling, networking, and remembering names
- Communicate effectively via technology
- Keep in touch, nurture professional relationships, and turn contacts into contracts
- Write effective thank-you notes and send the perfect business gift every time
- Be more "global-minded" and enhance international relationships

Business Class will teach you the nuances of treating colleagues, clients, and customers with courtesy and respect, which in turn will increase your visibility, credibility, and profitability.

“A much-needed primer for professionals in today's business environment because whether you realize it or not, good manners and proper protocol can make or break a promising business relationship.” —Tony Alessandra, Ph.D., co-author of *The Platinum Rule*

“How you treat others and how you conduct yourself are not casual imperatives. They are important, and if you agree, then this engagingly written book ought to entice you to its pages.” —Jack Valenti, former president of the Motion Picture Association of America