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THE COMPLETE IDIOT'S GUIDE® TO

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Office Politics

- † Quick and easy ways to move up the corporate ladder
- † Idiot-proof steps for dealing with a nightmarish boss
- † Down-to-earth advice on handling office backstabbers, brown-nosers, and bureaucrats

Laurie Rozakis, Ph.D., and
Bob Rozakis



The Complete Idiot Guide To Office Politics

Julie Miller



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Laurie Rozakis,1999 Introduces Shakespeare s plays sonnets and narrative poems and discusses major themes characters and dramatic techniques The Complete Idiot's Guide to Memes Damon Brown,John Gunders Ph.D.,2010-10-05 The ways of memes Memes are viruses of the mind symbols ideas or practices that are transmitted through speech gestures and rituals Understanding how symbols like the peace sign or ad slogans like Where s the beef or viral videos become part of our common culture has become a primary focus of sales and marketing companies across the globe The Complete Idiot s Guide to Memes explains how memes work how they spread and what memes tell us about how we make sense of our world First book to cover all types of memes including viral memes in the digital age Features the Most Influential Memes in History and the Ten Biggest Internet Memes *The Complete Idiot's Guide to Working Less, Earning More* Jeff Cohen,2008-09-02 A down to earth resource for a more for me life Through practical information from an author who works about three days a week The Complete Idiot s Guide to Working Less Earning More will help readers get more time and more money by learning how to Think about the modern day work ethic in a new way Set income focused goals and achieve them Build and maintain powerful relationships and networks Round out skill sets to be more marketable Maximize technology to minimize time spent on minutia Avoid time wasters and efficiency traps **Power, Politics, and Organizational Change** David Buchanan,Richard Badham,2008-02-19 Many books on management are sanitized cleanly technical accounts of the unreality of managerial life and work Politics hardly feature This book tells it like it is it dishes the dirt gets low down into the funky and fascinating politics of organizational life Stewart Clegg Aston Business School and University of Technology Sydney Combining a practical and theoretical guide to the politics of organizational change this book provides an exceptional resource to students of change management and organizational behaviour Buchanan and Badham show how the change agent who is not politically skilled will fail and that it is necessary to be able and willing to intervene in the political processes of the organization This revised edition includes a range of excellent new material and features including a new chapter on gender in approaches to organization politics a full range of teaching materials including case studies incident reports self assessments and more Each chapter recommends a feature film or DVD to illustrate aspects of organization politics fresh research evidence recent literature on the nature of entrepreneurial politics a model of political expertise and how that can be developed This lively and engaging book is key to MBA and other Masters degree candidates taking courses in change management and organizational behaviour It will also be valuable for practising managers on tailored executive programmes in organization politics *The Complete Idiot's Guide to Great Customer Service* Ron Karr,2003-01-13 You re no idiot of course You skillfully manage your kids temper tantrums diplomatically handle office politics and even pleasantly deal with your friends bickering But when it comes to handling customer service you feel utterly lost It s time to make great customer service an indispensable part of your daily operation The Complete Idiot s Guide to Great Customer Service teaches you how to create the Service Difference service that genuinely pleases your customers and sets your organization apart

from the pack **Developing Transferable Skills** Pam Denicolo, Julie Reeves, 2013-11-14 Succinct and supportive this book provides doctoral and early career researchers with everything you need to know about developing marketable transferrable skills and how they can lead to getting that dream job It illustrates exactly how and when your doctoral degree can be used to build your employability skills in both academic and professional contexts and sets out the basics of acquiring these key transferable skills Featuring easy to implement advice on constructing specialist and generic professional attributes it gives you the tools confidence and active self awareness needed to handle career challenges and convince prospective employers of your experience With coverage of project management teamworking communication leadership and technical training it is an essential guide for researchers who want to make the most of the skills you already have and to develop the skills you need About the series The Success in Research series from Cindy Becker and Pam Denicolo provides short authoritative and accessible guides on key areas of professional and research development Avoiding jargon and cutting to the chase of what you really need to know these practical and supportive books cover a range of areas from presenting research to achieving impact and from publishing journal articles to developing proposals They are essential reading for any student or researcher interested in developing their skills and broadening their professional and methodological knowledge in an academic context

The Complete Idiot's Guide to Enhancing Your Social IQ Gregory P. Korgeski Ph.D., 2008-12-02 Simple steps to connecting with others Now readers can raise their social intelligence quotient with a little self knowledge and practice Beginning with a series of short quizzes that generate a personal social profile this guide explains how readers can enhance their ability to create and sustain mutually enriching relationships make friends and build a rich social network Social intelligence is the new buzz word in the psychology of relationships Includes social personality quizzes Hot new self help topic Author Gregory Korgeski PhD has more than 30 years of experience as a licensed psychologist *Business Writing That Counts!* Julie Miller, 2007-02 Includes special section Business writing that sells Sticker on cover *21 Dirty Tricks at Work* Mike Phipps, Colin Gautrey, 2013-04-05 21 Dirty Tricks at Work is about lies The type of underhand pernicious and downright Machiavellian scheming that goes on in business every day An estimated 7 8bn is lost each year in the UK alone though unnecessary and counter productive office politicking But 21 Dirty Tricks at Work is also a book of hope It exposes the classic manoeuvres and gives practical advice on dealing with them to the vast majority who just want to do a good day s work 21 Dirty Tricks at Work provides you with all the information you need to spot negative tactics and self interested strategies It shows you how to spot the games frequently being played and how to come out with your credibility intact and your sanity preserved So if you are fed up of being on the receiving end of constant backbiting and skulduggery from workmates join hands with the authors and get Machiavelli on the run **The Complete Idiot's Guide to Hypnosis, 2nd Edition** Roberta Temes, Ph.D., 2004-09-06 From treating cigarette addictions to losing weight from setting career goals to getting a good night s sleep this updated second edition by noted psychologist and hypnotherapist Roberta Temes shows how

to use hypnosis responsibly to improve one's quality of life Includes updated step by step instructions for self hypnosis plus clear explanations of what hypnosis is and how it works tips for finding a reputable hypnotherapist tips on solving problems in one's love life career health and more First edition is the bestselling book on hypnosis on the market Revised and updated with more thorough step by step instructions for self hypnosis Author websites www.drroberta.com and www.hypnosisbyphone.com Want to kick a habit or a field goal The secrets in this book will improve your game and your life Bob Reese Peak Performance Specialist

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