



The Unofficial Guide to Climbing the Corporate Ladder

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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