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The Complete Idiot Guide To Office Politics

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Introduces Shakespeare's plays, sonnets and narrative poems and discusses major themes, characters and dramatic techniques

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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

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