



Business Etiquette For Dummies (For Dummies (Lifestyles Paperback))

By Sue Fox, Perrin Cunningham

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While the basics of business etiquette remain the same, there are many situations that need redefinition and rethinking in today's business world. How do you promote the right sort of relationships in the global office? What are the new rules for the way we dress and converse with clients, colleagues, and bosses? What about the new rules for business entertaining, conferences, trade shows, and travel?

Whether you're a new player in the working world or a veteran of the workplace, *Business Etiquette For Dummies* will clear up confusions about the complexities of social interactions in modern business. It doesn't matter where you work or whom you work for, by displaying proper business etiquette you can give your career a boost and grow both professionally and personally.

Business Etiquette For Dummies will get you acquainted with the etiquette of today's business, and help you build relationships and avoid potentially embarrassing situations. From dealing with the challenges of e-mail to entertaining foreign clients, this friendly guide will walk you through the new rules of business etiquette and show you why they are so important. You'll also discover how to:

- Become a positive part of your office environment
- Deal with difficult people and ethical dilemmas
- Avoid business entertainment no-no's
- Survive conferences and trade shows
- Take inventory of your wardrobe
- Handle cyber communications smoothly
- Send all the right signals with your body language
- Navigate today's multicultural workplace
- Recognize and handle common conversational faux pas

Times have changed drastically during the past few decades, and social and business niceties aren't nearly as pervasive or clearly defined as they used to be. If you want to find out how good manners can help you succeed in your professional life, *Business Etiquette For Dummies* can show you the way.

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Editorial Review

From the Back Cover

Treat people with courtesy and give your career a boost!

Your first aid kit for cell-phone slip-ups and power lunch blunders

Avoid embarrassment, build relationships, and get ahead with good manners!

Your mother was right: good manners count. But how do you handle human interactions in today's high-tech global marketplace? Relax! This friendly guide by two etiquette pros shows you the way. From dealing with e-mail challenges to entertaining foreign clients, you'll find out how to behave professionally in any business situation.

Discover how to:

- Handle cyber communications smoothly
- Navigate today's multicultural workplace
- Deal with difficult people and ethical dilemmas
- Survive conferences and trade shows
- Avoid business entertainment no-no's

THE DUMMIES WAY

- Explanations in plain English
- "Get in, get out" information
- Icons and other navigational aids
- Tear-out cheat sheet
- Top ten lists
- A dash of humor and fun

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About the Author

Sue Fox is the author of *Etiquette For Dummies*, runs Etiquette Survival, a well-known etiquette training company, and is also president of Ethologie, Inc.

Perrin Cunningham is CEO of Ethologie, Inc.

Users Review

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