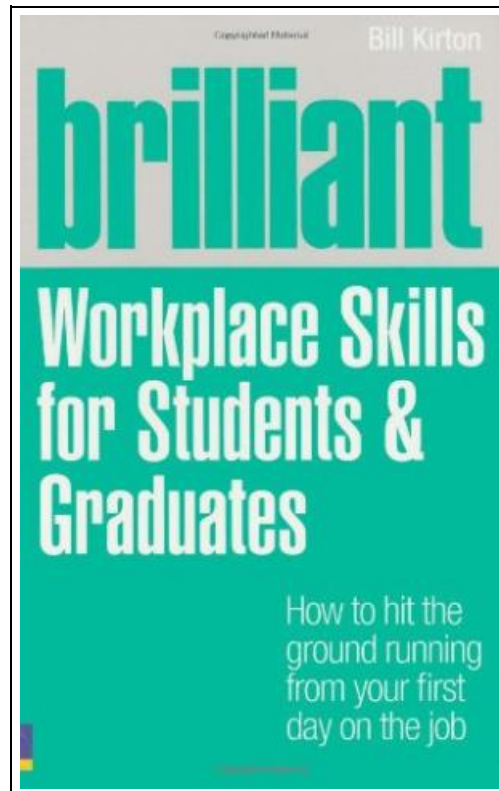


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Reviews

Basically no phrases to clarify. It really is rally fascinating throgh reading time. Once you begin to read the book, it is extremely difficult to leave it before concluding.

(Anabel Zemlak)

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Pearson Education Limited. Paperback. Book Condition: new. BRAND NEW, Brilliant Workplace Skills for Students & Graduates, Bill Kirton, In order for students and graduates to get placement in the best companies, make the best impression and make the most of their time spent in the workplace, it is essential that they grasp and develop very quickly the basic soft skills that will allow them to be effective. Most people spend years learning by trial and error how to operate effectively in an office environment. Those key communication skills, dealing with office politics, core financial awareness, knowing how to put your case across and effective problem solving - the kind of skills and knowledge that is acquired gradually and sometimes painfully, through experience, books and the odd training course. Brilliant Workplace Skills for Students & Graduates is a simply written manual that takes all of the key skills and subjects and sets out the very core essentials that everybody needs to know, in an easily absorbable format, accompanied by hundreds of tips and techniques that would normally only be acquired from years of experience. The individual student using this book will suddenly have a huge competitive advantage from an early stage of their working life. The book takes a topic per double page spread and distils the core information into easily readable chunks of text with tips and checklists to deliver the experience and knowledge that would normally take many months to accumulate.



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