

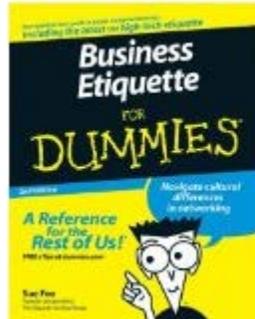


Career Resources – Business Etiquette

Business Etiquette & Image

Business etiquette for dummies

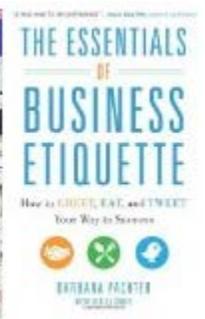
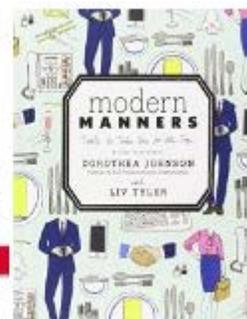
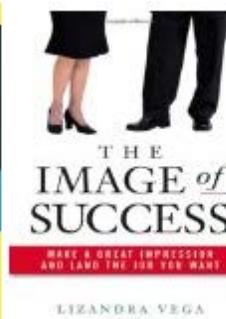
Tips on how to develop good etiquette on the job and how to successfully navigate yourself in today's culturally diverse business environment.



Modern manners: Tools to take you to the top

Essential dos and don'ts address

both 21st century and classic questions including: Acing job interviews; Giving confident handshakes; Making conversation; Proper business attire; Conducting a meeting at a restaurant and more.



The image of success: Make a great impression and land the job you want

Tips on personal style, body language, etiquette essentials, and more - Helping you to avoid pitfalls and create the kind of consistently classy professional image that will convince employers of your inherent value to their organization.

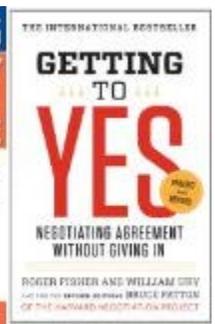
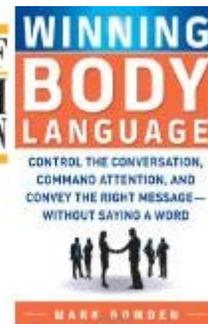
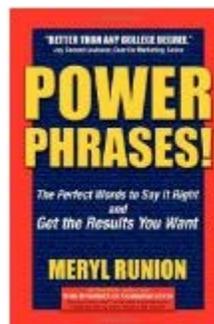
The essentials of business etiquette: How to greet, eat, and tweet your way to success

Whether you are eating lunch with a client, skyping with your boss, or meeting a business partner for the first time - it's all about how you present yourself. This book gives you 101 critical tips for improving behavior in any business situation.

Business Communication and Negotiation

Getting to yes: Negotiating agreement without giving in

Based on the work of the Harvard Negotiation Project, a group that deals with all levels of negotiation and conflict resolution, this book offers readers a universally applicable method for reaching mutually satisfying agreements. Also, the book offers 10 common questions people ask about getting to YES.



Power phrases! The perfect words to say it right and get the results you want

Have You EVER been in a situation where you knew you should say something, but...you didn't have the right words to say it? This book provides tips to say NO, and to transform conflict into understanding, and to negotiate to get what you want.

Secrets of face-to-face communication

Proven techniques to stop self-defeating behaviours. Topics include: How to handle conflict, difficult people, and negativity; How to give feedback and criticism effectively; and How to improve relationships.

Winning body language: Control the conversation, command attention, and convey the right message - without saying a word

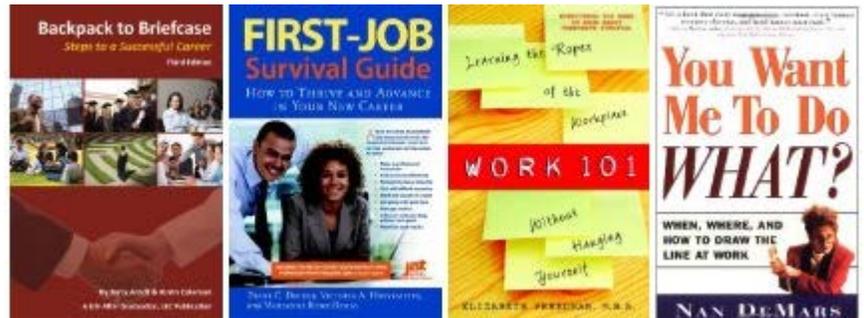
Written by an elite trainer of Fortune 50 CEOs and G8 world leaders, this guide unlocks the secrets of nonverbal communication - using a proven system of universal techniques that can give you the ultimate professional advantage.



New Job Success

Backpack to briefcase: Steps to a successful career

The essential guide to career success for the recent graduates. Topics include: How to create and maintain a professional image; Workplace and business function etiquette; Communication skills that can help you build positive relationships; Tips for getting recognized for your achievements and more.



First-job survival guide: How to thrive and advance in your new career

Tips for those who are new to the workforce. Topics include: Making a professional impression, communicate effectively, navigate business etiquette, deal with difficult co-workers, get along with your boss, manage conflict, etc.

Work 101: Learning the ropes of the workplace without hanging yourself

Survival secrets that will help you avoid the common mistakes that can sink careers at the gate. Topics range from getting a seat at the meeting table to dealing with a demanding boss.

You want me to do what? When, where, and how to draw the line at work

Advice on how to deal with difficult situations at work. Topics ranging from reacting to an office romance to being ordered to falsify documents. Examples drawn from more than 100 real-life situations.

International Etiquette Guides

Be on your best cultural behavior: How to avoid social and professional faux pas when dining, traveling, conversing, and entertaining

Country's cultural and business etiquette: Meeting manners, business cards, meals/toasts, entertainment, forms of address, introduction and greeting, appearance and attire, gift giving, gesture awareness, faux pas and useful facts.

Canada – Culture Smart: The essential guide to customs & culture

A practical guide that will help you turn your visit – whether it is for business or for pleasure – into a memorable and enriching experience.

Canadian workplace culture: Mastering the unspoken rules

Whether you are starting a new job, immigrating to Canada or just want to be more successful, this book is for you. The book covers 10 rules that will help you build a strong relationship with colleagues at work.

Kiss, bow, or shake hands: The bestselling guide to doing business in more than 60 countries

A-Z country guide to proper international etiquette.

Selected Websites

Centre for Intercultural Learning - [Country Insights](#)

Useful articles and cultural tips for doing business abroad.

Business Insider – [A quick guide to business etiquette around the world](#)

This infographic explains everything from how firm a handshake should be in different countries around the world to how people should be addressed.

Commisceo Global – [Country & Culture Guides](#)

This blog provides country-specific etiquette guides. Conduct a search “Business etiquette” to see all the country guides.