



Business Etiquette & Protocol: Professional Development Series

By Carol Bennett

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Finally information that explains proper social manners for every type of business situation. The Professional Development Series is designed to guide and teach both professionals and students the social skills necessary to compete and succeed in today's global environment. Covering such topics as Team Dynamics, Leadership in Organizations, Career Planning and Networking and Business Etiquette and Protocol, these short, comprehensive books will provide the reader immediate "know-how" to feel comfortable in any type of professional situation. Available by themselves or in bundles, these will prove to be a must have for every business person. Business Etiquette and Protocol focuses on basic business etiquette, social dining and entertainment etiquette, and international cultural etiquette..

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