

《(避开职场雷区》

图书基本信息

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出版社：上海蓝泉外文图书有限公司

作者：Anita Bruzzese

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内容概要

Book Description

A veteran career columnist shows employees how to avoid getting bounced out the door.

In colorful letters from outraged managers as well as mystified employees who can't seem to figure out why they're not getting ahead, career columnist Anita Bruzzese gets an inside view on the types of behavior bosses love and reward- and all the unspoken things, large and small, that they can't stand.

In this engaging and much-needed book, she reveals the most common complaints from bosses about what their employees are doing wrong-from copying the wrong people on e-mail to kicking the soda machine in a moment of rage to blogging about their jobs-and offers advice on how to shape up and work right.

Book Dimension

length: (cm)20.6

width:(cm)14

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书籍目录

Acknowledgments Introduction Part One Bad Attitudes, Dumb Moves and Dirty Jokes: Bosses Don't Promote Employees Who Make Them Feel Uncomfortable 1. Treating the Office Like It's Your Love Shack 2. Punching the Soda Machine When You're Stressed Out and Ticked Off 3. Goofing Off on a Business Trip 4. Earning a Reputation as a Whiner, Drama Queen or General Pain in the Neck 5. Discussing Your Personal Beliefs at Work 6. Telling Dirty Jokes and Cussing on the Job 7. Having Questionable Personal Integrity Part Two Stupid, Sloppy or Sleepy: Bosses Get Rid of Employees with Too Many Bad Habits 8. Blogging About Your Job 9. Having Poor Writing and Spelling Skills 10. Failing to Write Thank-You Notes 11. Committing E-mail Blunders 12. Failing to Speak Intelligently 13. Wearing the Wrong Thing to Work 14. Behaving Immaturely at Company Parties 15. Being Disorganized 16. Being a Poor Listener 17. Losing Sleep 18. Using Your Personal Cell Phone Too Much 19. Acting Like a Boor at Business Meals Part Three Snippy, Snotty and Socially Stunted: Bosses Don't Give Great Projects to Those Who Can't Play Nice and Get Along with Others 20. Not Appreciating Coworkers 21. Failing to Delegate 22. Being Intolerant 23. Disrespecting a Mentor 24. Not Getting to Know Others in the Company 25. Giving Feedback That Is Deliberately Hurtful 26. Fostering an Offensive Workspace 27. Gossiping 28. Not Giving--or Accepting--an Apology Part Four Clueless in Seattle and Cleveland and Topka Bosses Don't Give Leadership Roles to Those Who Lack Maturity and Common Sense Part Five Sis, Boom, Bah! Failure to Give Full Support to Your Employer Says You're Not Ready for an Investment of Time and Resources Final Note

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精彩短评

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