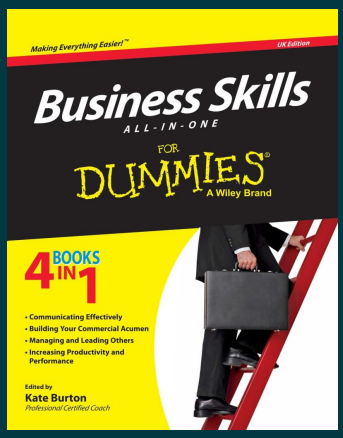
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Business Skills All-In-One for Dummies

By Kate Burton

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Description

Business Skills All-in-One for Dummies is your complete guide to perfecting your communication, management and organizational skills. Inside you'll find simple techniques for improving your performance at work - everything from presentation skills, project management, persuading and influencing people, motivating, managing your workload, managing a team & much more. No other book offers you this much in one volume. It's like having a whole team of business, communication & management experts sitting on your bookshelf...but much less crowded!

About the Author

Kate Burton

Kate Burton runs a successful international coaching practice working with clients such as Hewlett-Packard

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