

# Business Skills For Dummies Two Ebook Bundle Business Etiquette For Dummies And Successful Time Management For Dummies

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Colloquial Romanian (eBook And MP3 Pack) - Ramona Gönczöl  
2014-10-14

This fourth edition of Colloquial Romanian has been completely updated to make learning Romanian easier and more enjoyable than ever before. Written by experienced teachers of Romanian, this course offers a step-by-step approach to spoken and written Romanian. No previous knowledge of the language is required. What makes this new edition of Colloquial Romanian your best choice in language learning? lively dialogues reflecting life in contemporary Romania a range of stimulating exercises with full answer key clear grammar notes and summary extensive English-Romanian and Romanian-English glossaries. Audio material on CDs or in MP3 format is available to purchase separately or comes included in the great value Colloquial Romanian pack. Recorded by native speakers, this material will help develop your listening and pronunciation skills. For the eBook and MP3 pack, please find instructions on how to access the supplementary content for this title in the Prelims section.

Professional SharePoint 2013 Administration eBook And SharePoint-videos.com Bundle - Shane Young  
2014-03-10

Professional SharePoint 2013 Administration eBook And SharePoint-videos.com Bundle

Perfect Phrases for Managing People (EBOOK BUNDLE) - Meryl Runion  
2011-11-18

Build rapport, solve problems, and increase productivity with the PERFECT words for any interaction with employees 3 books in 1 eBook! Good management begins and ends with good communication. Whether you oversee a company, department, team, or just a single employee, Perfect Phrases for Managing People provides the language you need to express your ideas, thoughts, and needs with absolute clarity—so things get done the right way, the first time around. This 3-eBook set includes: Perfect Phrases for Managers and Supervisors, Second Edition Perfect Phrases for Managers and Supervisors has been completely revised to help you communicate in today's workplace, where collaboration, cooperation, and personalization are critical to building an efficient, productive work environment. Learn the most effective language for: Setting a tone of mutual trust and respect Dealing with difficult employees and delicate problems Conducting interviews and performance reviews Disciplining workers or terminating employment Perfect Phrases for Leadership Development Perfect Phrases for Leadership Development has hundreds of ready-to-use phrases for empowering others to take on leadership responsibilities, regardless of their specific position in the company. You'll find all the right words and phrases you need for: Boosting employees' sense of autonomy Redirecting efforts without stifling creativity Encouraging decisiveness and resourcefulness Igniting energy and enthusiasm Perfect Phrases for Building Strong Teams This quick-reference guide addresses all the issues you could possibly encounter working with a team-offering hundreds of ready-to-use phrases for every situation. From managing interpersonal conflicts to motivating an entire company, you'll find the exact words you need to: Get people to work with, not against each other Use positive feedback to promote and reward teamwork Inspire communication at every level of the team Build a winning team mindset that can't lose

Small Business for Canadians Bundle For Dummies Business: Business Plans For Dummies & Bookkeeping For Dummies - Paul Tiffany  
2012-12-12

Get these two great books in one convenient ebook bundle! The only book dedicated to helping Canadians write winning business plans, newly

revised and updated Packed with everything you need to get your business moving in the right direction—whether you're part of a large corporation or a one-person show—Business Plans For Canadians For Dummies, Second Edition is the ultimate guide to building a better, more productive, and more profitable business. Accessible and comprehensive, the book walks you through every milestone in business planning, including creating a right-on mission statement; pinpointing the needs of your customers; scoping out the competition; simplifying all the financial stuff; staying on top of trends, and fostering a winning atmosphere for your staff. Fully revised and updated, this new edition offers information anyone starting a business in Canada needs to know. Author and small-business expert Nada Wagner presents invaluable resources to help you write a plan, examines how government policies affect business, and looks at business trends unique to Canada. With inspiring—and cautionary— anecdotes about Canadian businesses, Business Plans For Canadians For Dummies, Second Edition is a fun and informative read for any entrepreneur. Newly revised edition of the only book that helps Canadians write better business plans, loaded with all-new content Covers the key milestones in business planning at every stage Filled with anecdotes about real businesses to bring the concepts described vividly to life Includes a brand new sample business plan, complete with financial documents An invaluable resource for entrepreneurs and business owners across the country, Business Plans For Canadians For Dummies, Second Edition is the definitive book on building a business plan, and creating a better business. The fastest, easiest way for small business owners to master the art and science of bookkeeping This updated and expanded second edition of Bookkeeping For Canadians For Dummies gets small business owners and managers up and running with the knowledge and skills you need to keep your books balanced, your finances in order, and the CRA off your back. From tracking transactions and keeping ledgers to producing balance sheets and year-end reports, you'll master all the important terms, procedures, forms, and processes more quickly and easily than you ever thought possible. Features approximately 25 percent new and updated content tailored for Canadians—the only Canada-specific guide to bookkeeping Includes clear and concise instructions on keeping the books, tracking transactions, recognizing assets and liabilities, and keeping ledgers and journals Packed with up-to-date tax information, including complete coverage of recent changes to the tax codes most important to small businesses Serves as an indispensable resource for small business owners who keep their own books, as well as those interested in a career as a bookkeeper Provides small business owners with highly-accessible, step-by-step guidance on creating professional financial statements and operating business accounts

**Business Skills For Dummies Two eBook Bundle: Business Etiquette For Dummies and Successful Time Management For Dummies - Jack Fox**  
2013-01-03

Two complete eBooks for one low price! Created and compiled by the publisher, this business skills bundle brings together two important titles in one, e-only bundle. With this special bundle, you'll get the complete text of the following two titles: Business Etiquette For Dummies, 2nd Edition Make no mistake, etiquette is as important in business as it is in everyday life and it is a lot more complicated. From email and phone communications to personal interviews to adapting to corporate and international cultural differences, Business Etiquette For Dummies, 2nd Edition, keeps you on your best behavior in any business situation. This friendly, authoritative guide shows you how to develop good etiquette on the job and navigate today's diverse and complex business environment

with great success. You'll get savvy tips for dressing the part, making polite conversation, minding your manners at meetings and meals, behaving at off-site events, handling ethical dilemmas, and conducting international business. You'll find out how to behave gracefully during tense negotiations, improve your communication skills, and overcome all sorts of work-related challenges. Along the way, you'll discover how to: make a great first impression, meet and greet with ease, be a good company representative, practice proper online etiquette, adapt to the changing rules of etiquette, deal with difficult personalities without losing your cool, become a well-mannered traveler, develop good relationships with your peers, staff, and superiors, give compliments and offer criticism, and respect physical, racial, ethnic, and gender differences at work. You'll also learn the difference between casual Friday and sloppy Saturday as well as cubicle courtesy. **Successful Time Management For Dummies** Do you need help with time management? Need to better manage your time at work or at home? Feel like there are never enough hours in the day? **Successful Time Management For Dummies** delivers practical solutions for getting organized, working better and faster, reducing stress, and getting rid of time-wasting distractions. You'll find out how to eliminate late nights at the office and spend more time with your family, friends, or even just yourself! This authoritative, plain-English guide shows you how to set yourself up for success, overcome common time management obstacles, and focus your efforts on your most important tasks and objectives. It explains how to determine the value of your time, provides fantastic tips on streamlining your workspace to speed up the flow, and even helps you minimize or eliminate interruptions from your workday. You'll discover how to assess your strengths and weaknesses and establish goals. Additionally, you'll receive tips on how to create a routine and make the most of time-saving technology. About the Authors Sue Fox is the author of *Etiquette For Dummies*, 2nd Edition, and a professional member of the International Association of Protocol Consultants (IAPC) in Washington, D.C. Dirk Zeller is the author of *Successful Time Management For Dummies*. He is a top time manager and sales performer as well as the author of *Success as a Real Estate Agent For Dummies* and *Telephone Sales For Dummies*. For the past decade, he has taught success, sales, and time management strategies and coached executives, managers, and salespeople. Zeller is one of the most sought-after speakers in time management.

**Colloquial Slovak (eBook And MP3 Pack)** - James Naughton 2014-10-14 COLLOQUIAL SLOVAK is easy to use and completely up to date!

Specially written by an experienced teacher for self-study or class use, the course offers you a step-by-step approach to written and spoken Slovak. No prior knowledge of the language is required. What makes this new edition of COLLOQUIAL SLOVAK your best choice in personal language learning? Interactive - lots of exercises for regular practice Clear - concise grammar notes Practical - useful vocabulary and pronunciation guide Complete - including answer key and reference section Whether you're a business traveller, or about to take up a daring challenge in adventure tourism; you may be studying to teach or even looking forward to a holiday - if you'd like to get up and running with Slovak, this rewarding course will take you from complete beginner to confidently putting your language skills to use in a wide range of everyday situations. Accompanying audio material is available to purchase separately on two CDs or in MP3 format, or comes included in the great value COLLOQUIAL SLOVAK paperback and CDs complete course. Recorded by native speakers, the audio material complements the book and will help develop your listening and pronunciation skills. For the eBook and MP3 pack, please find instructions on how to access the supplementary content for this title in the Prelims section.

**The Income Bundle** - Quinton David 2017-11-30

The Blueprint to increase your income Are you ready to discover the Secrets to develop a Passive 6 Figure Income? If you answered "YES!" then you'll want to download *The Income Bundle*: Discover the skills and business models to develop a 6 figure passive income in 2018 In this 2 in 1 book bundle, you will learn the skills and business models that will allow you to develop a 6 figure income in a short period of time. When You Download This Book Today You'll Also Learn... How to create multiple passive income streams How to work 2-3 hours a day for 3-6 months to setup your business How to find profitable niches How to outsource parts of your business How to monetize your ideas How having the right skills will help you earn more Online Marketing How to earn a 6 Figure income fast Much, much more! Download your copy today and get 2 free bonuses! 1. *Passive Income Video Course* 2. *Pursue Your Passion* - Ebook Take action today and discover the exact steps to creating a 6 figure income Check Out What Others Are Saying... "This book will teach

you about Passive Income. If you are sick and tired of your 9-5 job, this book will help you in suggesting alternate career opportunities. It offers many ideas for you to start your own passive income and explains them well. It also provides some useful information about Financial Freedom and How to be successful. Very detailed and very informative book to read. I highly recommend this book to anyone." Aimee Hilton "This book is very good and it contains a lot of new and effective steps and information about High-Income Producing Skills. This book is perfect for those who are searching for a good quality book and for those who wants to know more information about the 7 skills and habits in income-producing this book will be very handy for you guys. This book is very well written by the author and I highly recommend this book to all of you guys." Johahn Macabu

**Colloquial French 2 (eBook And MP3 Pack)** - Elspeth Broady 2014-09-03

Colloquial French 2 is designed to help those involved in self-study, and structured to give you the opportunity to listen to and read lots of modern, everyday French.

**HBR's 10 Must Reads on Creative Teams Collection (7 Books)** - Harvard Business Review 2020-12-08

Ignite the creative spark within your team. For your company to stand out in today's competitive environment, you need to be original. You need to have fresh ideas, exciting products and offerings, and a willingness to experiment. And that starts at the team level. *HBR's 10 Must Reads for Creative Teams Collection* provides expert advice on how to foster curiosity, encourage better collaboration, and use design thinking to change the way you brainstorm, test, and execute new ideas. Included in this seven-book set are: *HBR's 10 Must Reads on Creativity* *HBR's 10 Must Reads on Teams* *HBR's 10 Must Reads on Collaboration* *HBR's 10 Must Reads on Building a Great Culture* *HBR's 10 Must Reads on Design Thinking* *HBR's 10 Must Reads on Managing People* *HBR's 10 Must Reads on Managing People, Vol. 2* The collection includes seventy articles selected by HBR's editors from renowned thought leaders including Marcus Buckingham, Adam Grant, Francesca Gino, and Indra Nooyi, plus the indispensable article "How Pixar Fosters Collective Creativity" by Ed Catmull. With *HBR's 10 Must Reads for Creative Teams Collection*, you can break free from the usual and capitalize on originality. *HBR's 10 Must Reads* paperback series is the definitive collection of books for new and experienced leaders alike. Leaders looking for the inspiration that big ideas provide, both to accelerate their own growth and that of their companies, should look no further. *HBR's 10 Must Reads* series focuses on the core topics that every ambitious manager needs to know: leadership, strategy, change, managing people, and managing yourself. Harvard Business Review has sorted through hundreds of articles and selected only the most essential reading on each topic. Each title includes timeless advice that will be relevant regardless of an ever-changing business environment.

**HBR's 10 Must Reads on Managing People 2-Volume Collection** - Harvard Business Review 2020-04-07

If you read nothing else on managing people, read these definitive articles from Harvard Business Review. Managing people is fraught with challenges, even if you're a seasoned manager. *HBR's 10 Must Reads on Managing People 2-Volume Collection* provides enduring ideas and practical advice on managing people to help you handle these difficulties and maximize your employees' performance. Bringing together *HBR's 10 Must Reads on Managing People, Vol. 1* and *HBR's 10 Must Reads on Managing People, Vol. 2*, this collection includes twenty articles selected by HBR's editors and features the indispensable article "Leadership That Gets Results" by Daniel Goleman. From timeless classics to the latest game-changing ideas from thought leaders Marcus Buckingham, W. Chan Kim, Renee Mauborgne, and more, *HBR's 10 Must Reads on Managing People 2-Volume Collection* will inspire you to: Tailor your management style to fit your people and organizational goals Give feedback the right way Support first-time managers Manage emotional culture on your team Push your people to collaborate and break silos Overcome organizational obstacles to effective management Manage up and across Manage your boss *HBR's 10 Must Reads* paperback series is the definitive collection of books for new and experienced leaders alike. Leaders looking for the inspiration that big ideas provide, both to accelerate their own growth and that of their companies, should look no further. *HBR's 10 Must Reads* series focuses on the core topics that every ambitious manager needs to know: leadership, strategy, change, managing people, and managing yourself. Harvard Business Review has sorted through hundreds of articles and selected only the most essential reading on each topic. Each title includes timeless advice that will be

relevant regardless of an ever-changing business environment.  
*Wooden's Complete Guide to Leadership (EBOOK BUNDLE)* - John Wooden 2011-11-18

Lead your teams to championship-level performance! TWO eBOOKS IN ONE! Hailed by ESPN as the "greatest coach of the 20th Century," John Wooden is legendary for his extraordinary leadership both on and off the basketball court. Now, you can apply his game-changing leadership methods to your own organization using *Wooden's Complete Guide to Leadership*. This two-in-one eBook set provides everything you need to know for inspiring people to take on every challenge with confidence, reach their full potential on a daily basis, and contribute their share to overall organizational success. *Wooden on Leadership* A compelling look at the leadership methods of a coaching legend, this Wall Street Journal bestseller reveals John Wooden's 12 Lessons in Leadership and his acclaimed Pyramid of Success. *Wooden on Leadership* outlines methods you can use to build a winning organization and shows you how to develop the skill, confidence, and competitive fire to "be at your best when your best is needed"—and teach your organization to do the same. "What an all-encompassing Pyramid of Success for leadership! Coach Wooden's moral authority and brilliant definition of success encompass all of life. How I admire his life's work and concept of what it really means to win!" —Stephen R. Covey, author of *The 7 Habits of Highly Successful People* Coach Wooden's Game Plan for Success Based on the acclaimed John Wooden Leadership Course®, this hands-on guide lets you "interact" with Coach Wooden to learn and apply his philosophy of world-class leadership. This unique tutorial introduces you to his core fundamentals of success as a leader and reinforces them with examples, exercises, quizzes, and quotations. You'll learn how to create a relationship of respect and camaraderie with those you lead; remain alert to opportunity, threats, trends, and changes; act with confidence—but never arrogance; practice moderation and balance in all that you do; and serve as a model of poise, grace, and reason—especially under pressure.  
*Colloquial Vietnamese (eBook And MP3 Pack)* - Bac Hoai Tran 2014-10-14

COLLOQUIAL VIETNAMESE is easy to use and completely up to date! Specially written by experienced teachers for self-study or class use, the course offers you a step-by-step approach to written and spoken Vietnamese. No prior knowledge of the language is required. What makes this new edition of *Colloquial Vietnamese* your best choice in personal language learning? Interactive-lots of exercises for regular practice Clear-concise grammar points Practical-useful vocabulary and pronunciation guide ...

**McKinsey Management Techniques (EBOOK BUNDLE)** - Ethan M. Rasiel 2011-11-18

Hone your management strategy and skills for long-term success—the McKinsey Way Two books in one eBook package! The international bestseller *The McKinsey Way* provides a through-the-keyhole look at McKinsey & Company, the world's leading management consulting firm. *The McKinsey Mind* reveals the hands-on secrets behind the firm's success—and explains how executives from any industry can use those tactics to be more proactive and successful in their day-to-day decision-making. Now, *McKinsey Management Techniques* combines both books into a single eBook—so you can access valuable management lessons of this legendary firm wherever and whenever you have your eBook reader. *The McKinsey Way*—INTERNATIONAL BESTSELLER Get an inside look at how the secretive McKinsey works its magic—and learn how to emulate the firm's well-honed practices in problem solving, communication, and management. This detailed guide teaches you how to think about business problems, solve them, and approach every aspect of a task the McKinsey way. Learn how to: Recruit and mold elite consultants Sell without "selling" Jumpstart research and make brainstorming more productive Keep a team at the top its game Create and deliver powerful presentations *The McKinsey Mind* *The McKinsey Mind* reveal the ways in which McKinsey consultants consistently deliver their magic—and how you can apply their lessons to achieve exceptional results in companies from 10 employees to 10,000. Packed with insights and brainstorming exercises for honing your "McKinsey mindset," this in-depth guidebook helps you: Frame business problems to make them susceptible to rigorous fact-based analysis Use the same fact-based analysis—in conjunction with gut instinct—to make strategic decisions Conduct meaningful interviews and summarize the content of those interviews Analyze the data to find out the "so what" Clearly communicate fact-based solutions to all pertinent decision makers Capture and manage the knowledge in any organization to maximize its value

**HBR's 10 Must Reads on Communication, Vol. 2 (with bonus article "Leadership Is a Conversation" by Boris Groysberg and Michael Slind)** - Harvard Business Review 2021-03-23

Is your message getting through? The right communication tactics can motivate your people—and fuel your business. Get more of the ideas you want, from the authors you trust, with HBR's 10 Must Reads on Communication (Vol. 2). We've combed through hundreds of Harvard Business Review articles and selected the most important ones to help you get your message across—whether you're speaking face-to-face or connecting with someone across the world. With insights from leading experts including Erin Meyer, Heidi Grant, and Douglas Stone, this book will inspire you to: Power your organization through conversation Unlock value in your organization by asking better questions Improve your ability to give—and receive—advice Achieve better outcomes in cross-cultural negotiations Create smart, effective data visualizations Spark collaboration, learning, and innovation using digital tools This collection of articles includes: "Leadership Is a Conversation," by Boris Groysberg and Michael Slind; "The Surprising Power of Questions," by Alison Wood Brooks and Leslie K. John; "A Second Chance to Make the Right Impression," by Heidi Grant; "The Art of Giving and Receiving Advice," by David A. Garvin and Joshua D. Margolis; "Find the Coaching in Criticism," by Sheila Heen and Douglas Stone; "Visualizations That Really Work," by Scott Berinato; "What Managers Need to Know About Social Tools," by Paul Leonardi and Tsedal Neeley; "Be Yourself, But Carefully," by Lisa Rosh and Lynn Offermann; "How to Preempt Team Conflict," by Ginka Toegel and Jean-Louis Barsoux; "Getting to Si, Ja, Oui, Hai, and Da," by Erin Meyer; and "Cultivating Everyday Courage," by James R. Detert. HBR's 10 Must Reads paperback series is the definitive collection of books for new and experienced leaders alike. Leaders looking for the inspiration that big ideas provide, both to accelerate their own growth and that of their companies, should look no further. HBR's 10 Must Reads series focuses on the core topics that every ambitious manager needs to know: leadership, strategy, change, managing people, and managing yourself. Harvard Business Review has sorted through hundreds of articles and selected only the most essential reading on each topic. Each title includes timeless advice that will be relevant regardless of an ever-changing business environment.

**Essential Ottolenghi [Two-Book Bundle]** - Yotam Ottolenghi 2020-02-25 Experience Yotam Ottolenghi's wholly original approach to Middle Eastern-inspired, vegetable-centric cooking with over 280 recipes in a convenient ebook bundle of the beloved New York Times bestselling cookbooks *Plenty More* and *Ottolenghi Simple*. From powerhouse chef and author (with over five million book copies sold) Yotam Ottolenghi comes this collection of two fan favorites. These definitive books feature over 280 recipes—spanning every meal, from breakfast to dessert, including snacks and sides—showcasing Yotam's trademark dazzling, boldly flavored, Middle Eastern cooking style. Full of weeknight winners, for vegetarians and omnivores alike, such as Braised Eggs with Leeks and Za'atar, Polenta Chips with Avocado and Yogurt, Lamb and Feta Meatballs, Baked Orzo with Mozzarella and Oregano, and Halvah Ice Cream with Chocolate Sauce and Roasted Peanuts, *Essential Ottolenghi* includes: *Plenty More*: More than 150 dazzling recipes emphasize spices, seasonality, and bold flavors. Organized by cooking method, from inspired salads to hearty main dishes and luscious desserts, this collection will change the way you cook and eat vegetables. *Ottolenghi Simple*: These 130 streamlined recipes packed with Yotam's famous flavors are all simple in at least (and often more than) one way: made in thirty minutes or less, with ten or fewer ingredients, in a single pot, using pantry staples, or prepared ahead of time for brilliantly, deliciously simple meals.

**Colloquial French (eBook And MP3 Pack)** - Valérie Demouy 2014-10-14

COLLOQUIAL FRENCH is easy to use and completely up to date! Specially written by experienced teachers for self-study or class use, the course offers a step-by-step approach to written and spoken French. No prior knowledge of the language is required. What makes COLLOQUIAL FRENCH your best choice in personal language learning? Interactive - lots of exercises for regular practice Clear - concise grammar notes Practical - useful vocabulary and pronunciation guide Complete - including answer key and reference section Whether you're a business traveller, or about to take up a daring challenge in adventure tourism, you may be studying to teach or even looking forward to a holiday - if you'd like to get up and running with French this rewarding course will take you from complete beginner to confidently putting your language skills to use in a wide range of everyday situations Course components:

The complete course comprises the book and audio materials. These are available to purchase separately in paperback, ebook, CD and MP3 format. The paperback and CDs can also be purchased together in the great-value Colloquials pack. Paperback: 978-0-415-34013-7 (please note this does not include the audio) CDs:978-0-415-34014-4 Ebook: 978-0-203-46220-1 (please note this does not include the audio) MP3s: 978-0-415-47091-9 (available from <http://www.ebookstore.tandf.co.uk/html/>) Pack: 978-0-415-43163-7 (paperback and CDs) For the eBook and MP3 pack, please find instructions on how to access the supplementary content for this title in the Prelims section.

*Leadership Transitions and Team Building: Leadership Collection (2 Books)* - Harvard Business Review 2015-10-13

The Leadership Transitions and Team Building Collection includes two important books: *The First 90 Days, Updated and Expanded*, by Michael D. Watkins, and *The Alliance*, by Reid Hoffman, Ben Casnocha, and Chris Yeh. Transitions are a critical time for leaders. In fact, most agree that moving into a new role is the biggest challenge a manager will face. While transitions offer a chance to start fresh and make needed changes in an organization, they also place leaders in a position of acute vulnerability. Missteps made during the crucial first three months in a new role can jeopardize or even derail your success. In *The First 90 Days*, Watkins offers proven strategies for conquering the challenges of transitions—no matter where you are in your career. *The Alliance*, coauthored by the founder of LinkedIn, introduces a new, realistic loyalty pact between employer and employee. The employer-employee relationship is broken, and managers face a seemingly impossible dilemma: the old model of guaranteed long-term employment no longer works in a business environment defined by continuous change, but neither does a system in which every employee acts like a free agent. The solution? Stop thinking of employees as either family or as free agents. Think of them instead as allies. This bold but practical guide for managers and executives will give you the tools you need to recruit, manage, and retain the kind of employees who will make your company thrive in today's world of constant innovation and fast-paced change.

*Lombardi - Rules and Lessons on What It Takes to Be #1 (EBOOK BUNDLE)* - Vince Lombardi 2011-11-19

Score big in business with top-notch leadership using the methods of master motivator Vince Lombardi Two powerhouse leadership guides packed into one convenient ebook set Legendary coach Vince Lombardi—loved by some, feared by others, but respected by all—was first and foremost a winner. His unparalleled ability to inspire greatness and mold disparate groups of individuals into dominating championship teams made Lombardi an icon both on and off the playing field. Now, you can model your own leadership style on Lombardi's, with this two-in-one ebook set. *Lombardi—Rules and Lessons on What it Takes to Be #1* contains: *Lombardi Rules* The game of business has never been as gritty and rough as it is today. Concise yet comprehensive, *Lombardi Rules* is packed with the unparalleled leadership insight and techniques of the legendary Vince Lombardi. Personally excel in any situation and lead your people to championship-level performance using Lombardi's timeless wisdom and sage advice. *What it Takes to Be #1* In *What It Takes to Be #1*, Vince Lombardi, Jr.—son of the legendary coach—reveals the bedrock principles behind his father's legendary methods. Closely examining the leadership insights of Coach Vince Lombardi through the words of his most famous speech, Vince Jr. explores the fundamental leadership qualities—character, mental toughness, and integrity—that Lombardi considered essential for success. He then shows how to skillfully apply those qualities, and inspire others to achieve extraordinary results.

**Philosophy & Ethics For Dummies 2 eBook Bundle: Philosophy For Dummies & Ethics For Dummies** - Tom Morris 2013-01-04

Two complete eBooks for one low price! Created and compiled by the publisher, this Philosophy & Ethics bundle brings together two important titles in one, e-only bundle. With this special bundle, you'll get the complete text of the following two titles: *Philosophy For Dummies* *Philosophy For Dummies* is for anyone who has ever entertained a question about life and this world. In a conversational tone, the book's author - a modern-day scholar and lecturer - brings the greatest wisdom of the past into the challenges that we face now. This refreshingly different guide explains philosophical fundamentals and explores some of the strangest and deepest questions ever posed to human beings, such as: How do we know anything? What does the word good mean? Are we ever really free? Do human beings have souls? Is there life after death? Is there a God? Is happiness really possible in our world? *Ethics For*

*Dummies* An easy-to-grasp guide to addressing the principles of ethics and applying them to daily life How do you define "good" versus "evil?" Do you know the difference between moral "truth" and moral relativity? Whether or not you know Aristotle from Hume, *Ethics For Dummies* will get you comfortable with the centuries-old study of ethical philosophy quickly and effectively! *Ethics For Dummies* is a practical, friendly guide that takes the headache out of the often-confusing subject of ethics. In plain English, it examines the controversial facets of ethical thought, explores the problem of evil, demystifies the writings and theories of such great thinkers through the ages as Aristotle, Confucius, Descartes, Kant, Nietzsche, and so much more. You'll learn how to apply the concepts and theories of ethical philosophy to your everyday life.

Whether you're currently enrolled in an ethics course or are interested in living a good life but are vexed with ethical complexities, *Ethics For Dummies* has you covered! About the Author of *Philosophy For Dummies* Tom Morris, Ph.D., author of *True Success* and other books, taught philosophy at Notre Dame University for 15 years and currently heads the Morris Institute for Human Values. About the Authors of *Ethics For Dummies* Christopher Panza, PhD, is an associate professor of philosophy at Drury University and coauthor of *Existentialism For Dummies*. Adam Potthast, PhD, is an assistant professor of philosophy at Missouri University of Science and Technology.

*HBR's 10 Must Reads on Leadership 2-Volume Collection* - Harvard Business Review 2020-04-07

If you read nothing else on leadership, read these definitive articles from Harvard Business Review. Leadership skills are not innate--they can be acquired and honed. *HBR's 10 Must Reads on Leadership 2-Volume Collection* provides enduring ideas and practical advice on how to harness inspiring, transformational leadership qualities and spearhead change. Bringing together *HBR's 10 Must Reads on Leadership, Vol. 1* and *HBR's 10 Must Reads on Leadership, Vol. 2*, this collection includes twenty articles selected by HBR's editors and features the indispensable article "What Makes an Effective Executive" by Peter F. Drucker. From timeless classics to the latest game-changing ideas from thought leaders Jim Collins, Daniel Goleman, John Kotter, and more, *HBR's 10 Must Reads on Leadership 2-Volume Collection* will inspire you to: Identify areas for personal growth Develop a more dynamic and sophisticated communication style Transform yourself from a problem solver to an agenda setter Embrace the challenges of adaptive work Draw strength from adversity Build trust with and among your fellow employees Inspire others to give their all *HBR's 10 Must Reads* paperback series is the definitive collection of books for new and experienced leaders alike. Leaders looking for the inspiration that big ideas provide, both to accelerate their own growth and that of their companies, should look no further. *HBR's 10 Must Reads* series focuses on the core topics that every ambitious manager needs to know: leadership, strategy, change, managing people, and managing yourself. Harvard Business Review has sorted through hundreds of articles and selected only the most essential reading on each topic. Each title includes timeless advice that will be relevant regardless of an ever-changing business environment.

[New Product Development For Dummies](#) - Robin Karol 2007-05-07

The global consumer product market is exploding. In 2006 alone, 150,000 new products were brought to market. Now for the bad news: of those, fewer than 5% were hits, and fewer than 15% will even exist five years from now. Written for small business owners and entrepreneurs looking for an inside track on new product development, *New Product Development for Dummies* offers you a unique opportunity to learn from two consummate insiders the secrets of successfully developing, marketing and making a bundle from a new product or service. You learn proven techniques for sizing up market potential and divining customer needs. You get tested-in-the-trenches strategies for launching a new product or service. And you get a frank, in-depth appraisal of the most challenging issues facing new product developers today, including the need to collaborate with global partners, optimizing technology development for a 21st century marketplace, getting start-up capital in an increasingly competitive environment, and much more. Key topics covered include: Developing a winning NPD strategy Generating bold new ideas for products and services Understanding what your customers really want Keeping projects on track, on budget, and on-time Building effective cross-functional teams Planning and executing a blockbuster launch Collaborating with global partners Maximizing your chances for success No matter what size or type of business you're in, this book provides you with an unbeatable competitive advantage in the booming global marketplace for new products and services.

*Crescent City Ebook Bundle: A 2-book bundle* - Sarah J. Maas 2023-03-30



"A dizzying, suspenseful whirl that surprises at every turn." - Entertainment Weekly Bryce Quinlan had the perfect life-working hard all day and partying all night-until a demon murdered her closest friends, leaving her bereft, wounded, and alone. When the accused is behind bars but the crimes start up again, Bryce finds herself at the heart of the investigation. She'll do whatever it takes to avenge their deaths. Hunt Athalar is a notorious Fallen angel, now enslaved to the Archangels he once attempted to overthrow. His brutal skills and incredible strength have been set to one purpose-to assassinate his boss's enemies, no questions asked. But with a demon wreaking havoc in the city, he's offered an irresistible deal: help Bryce find the murderer, and his freedom will be within reach. As Bryce and Hunt dig deep into Crescent City's underbelly, they're plunged into the fight of a lifetime, making them question everything they thought they knew. With a sizzling romance at its heart and surprises at every turn, the #1 New York Times bestselling Crescent City series has captivated readers everywhere with its exploration of loss, power, and love.

*Colloquial French (eBook And MP3 Pack)* - Valérie Demouy 2014-10-14 COLLOQUIAL FRENCH is easy to use and completely up to date!

Specially written by experienced teachers for self-study or class use, the course offers a step-by-step approach to written and spoken French. No prior knowledge of the language is required. What makes COLLOQUIAL FRENCH your best choice in personal language learning? Interactive - lots of exercises for regular practice Clear - concise grammar notes Practical - useful vocabulary and pronunciation guide Complete - including answer key and reference section Whether ...

*HBR's 10 Must Reads on Strategy 2-Volume Collection* - Harvard Business Review 2020-04-07

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*Colloquial Irish (eBook And MP3 Pack)* - Thomas Ihde 2014-10-14 Specially written by experienced teachers, this easy to use and completely up to date course offers you a step-by-step approach to spoken and written Irish with no prior knowledge of the language required. What makes Colloquial Irish your best choice in personal language learning?: emphasis on the language of East Connemara, with a clear pronunciation guide and an appendix on dialectal differences within Irish stimulating exercises with lively illustrations effective combination of language points, dialogues and cultural information Irish/English and English/Irish word lists. By the end of this rewarding course you will be able to communicate confidently and effectively in Irish in a broad range of everyday situations. The audio material has been recorded by native speakers and will help you perfect your pronunciation, listening and speaking skills. For the eBook and MP3 pack, please find instructions on how to access the supplementary content for this title in the Prelims section.

**Millionaire Real Estate Agent - Success in Good Times and Bad (EBOOK BUNDLE)** - Gary Keller 2011-11-18

Start building your real estate fortune today! Gary Keller reveals all the secrets Two books in one comprehensive ebook package! "Gary Keller knows the beauty of a simple path to a spectacular goal!" —Mark Victor Hansen, co-creator, #1 New York Times bestselling series Chicken Soup for the Soul, and co-author, The One Minute Manager Keller Williams has grown into one of North America's largest real estate firm—and it continues to grow even during one of the worst markets in history. In Millionaire Real Estate Agent—Success in Good Times and Bad, co-founder and Chairman of the Board Gary Keller shares the methods he has taught to hundreds of thousands of successful agents. This two-in-one ebook package gives you the knowledge and skills you need to take your career and success to the next step. Millionaire Real Estate Agent—Success in Good Times and Bad contains: The Millionaire Real Estate Agent In order to make it big in real estate, you have to learn the fundamental models that drive the best agents in the industry. In The Millionaire Real Estate Agent, Gary Keller applies his lifetime spent in the business to give you the knowledge and skills you need to succeed. This unparalleled guide reveals: Three key concepts that drive mega-agent production Essential economic, budgetary, and organizational models The secrets to how millionaire real estate agents think How you can get on the million-dollar-a-year real estate career path SHIFT More than 1,000,000 copies sold! Markets shift, and you can, too. Sometimes you'll shift in response to a falling market, and other times you'll shift to take your business to the next level. Both can transform your business and your life. You can change your thinking, your focus, your actions, and, ultimately, your results to get back in the game and ahead of the competition. SHIFT offers twelve proven strategies for achieving success in any real estate market, including: Short sales, foreclosures, and REOs Overcoming buyer reluctance Expense management Lead generation Creative financing

**Business Collection:** - Connor Whiteley

Boxset contains three books: Time management: Perfect for students and workers.: Are you a student or worker who has bad time management? Do you want to improve your time management? Do you want to help a friend or family member with their time management? If the answer to any of those questions is yes, then this is the book for you! As in this book we explore 8 time management ideas and tools that will help you to improve your time management and get tasks done because each chapter is clearly broken down into easy to understand sections and every chapter has an example to demonstrate the effectiveness of the idea as well as how it can specifically apply to students and workers. By the end of this book, you will be armed with the tools and knowledge to not only improve your time management or your friends and family's time management as well. If you want to improve your time management then BUY TODAY! Leadership:What makes a Good leader: Perfect for students, workers and anyone interested in leadership. Do you want to become a leader? Do you want to know what's involved in leadership? Do you want to improve your leadership? If the answer is yes to any of these questions, then this is the book for you. As in this book, we explore over 15 aspects to leadership and within each chapter together we will explore: what these aspects are, how they can help to make you a good leader and a practical example so you can see your knowledge in a real-world setting. By the end of this book, you will be a path towards becoming a leader and if you already are a leader then this book should help you to improve. BUY NOW TO START YOUR LEADERSHIP JOURNEY. Business Skill: How to Survive the Business World: Perfect for students and workers. Do you want to know what skills are needed in the business world? Are you a student or employee who wants to know how to be more successful in the business world? Are you an employer who wants to improve their business skills? If the answer is yes to any of those questions, then this is the book for you. As in this book, we explore over 15 skills that are very important to have in the business world because in each chapter I will clearly breakdown and explain why each skill is important for employees and employers to possess. Before giving you a practical example to show you why these are important skills to have. By the end of the book, you will have a greater understanding of the skills that are needed for the business world and hopefully, this will help you to improve your performance in your working life. BUY NOW TO LEARN THESE ESSENTIAL SKILLS!

*Nuclear Energy ebook Collection* - Gianni Petrangeli 2008-09-05 Nuclear Energy ebook Collection contains 6 of our best-selling titles, providing the ultimate reference for every nuclear energy engineer's library. Get access to over 3500 pages of reference material, at a fraction of the price of the hard-copy books. This CD contains the complete ebooks of the following 6 titles: Petrangeli, Nuclear Safety,

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*Colloquial Slovene (eBook And MP3 Pack)* - Marta Pirnat-Greenberg 2014-10-14

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**Colloquial Spanish of Latin America 2 (eBook And MP3 Pack)** - Roberto Rodríguez-Saona 2014-10-14

Do you know Latin American Spanish already and want to go a stage further? If you're planning a visit to South America, need to brush up your Latin American Spanish for work, or are simply doing a course, Colloquial Spanish of Latin America 2 is the ideal way to refresh your knowledge of the language and extend your skills. Colloquial Spanish of Latin America 2 is designed to help those involved in self-study. Structured to give you the opportunity to listen to and read lots of modern, everyday Latin American Spanish, it has been developed to work systematically on reinforcing and extending your grasp of the grammar and vocabulary. Key features of Colloquial Spanish of Latin America 2 include: \* Revision material to help consolidate and build up your basics \* Lots of spoken and written exercises in each unit \* A grammar reference and detailed answer keys \* Extensive Spanish/English and English/Spanish glossaries \* Supplementary exercises and Latin American Spanish web-links at [routledge.com/colloquials/spanishlatinamerica](http://routledge.com/colloquials/spanishlatinamerica) Recorded by native speakers, the audio material will help you perfect your pronunciation and listening skills. For the eBook and MP3 pack, please find instructions on how to access the supplementary content for this title in the Prelims section.

*How To Sharpen Your Business Writing Skills* - Nan LEVINSON 2000-01-13

An opportunity to update writing skills and excel in today's e-writing environment. Packed with practical advice attuned to current business writing and presentation challenges, this book features special strategies to speed online research and guidelines for creating safe and savvy e-mail. Through interactive, self-directed exercises, you'll acquire the techniques that professional writers use to research, draft, compose, and edit their work. Examples and checklists will keep you on track as you practice writing better letters, memos, proposals, reports, and e-mail (with its own rules and etiquette). If you struggle to find the words and tone appropriate for given situations, you'll appreciate the advice on selecting language that works. There's also plenty of help with those niggling questions about grammar and punctuation. This book will help make your writing more effective, polished, and direct. It will distinguish you and help you move ahead, whether you're an administrative assistant

or company officer. This book will help you: • Identify your audience • Organize your material • Write clearly and effectively • Master the steps of editing and rewriting • Conduct online research thoroughly and quickly • Compose e-mail that communicates your message efficiently • Avoid common pitfalls of electronic communications • Use writing to eliminate misunderstandings. This is an ebook version of the AMA Self-Study course. If you want to take the course for credit you need to either purchase a hard copy of the course through [amaselfstudy.org](http://amaselfstudy.org) or purchase an online version of the course through [www.flexstudy.com](http://www.flexstudy.com).

**Thinkers 50: Innovation, Leadership, Management and Strategy (EBOOK BUNDLE)** - Stuart Crainer 2013-09-20

Four E-Books in One The World's Leading Business Minds on Today's Most Critical Challenges "Thinkers50 is now established as the definitive ranking of global thought leaders." -- Professor Costas Markides, London Business School Innovation used to separate extraordinary companies from average companies. Today, it's making the difference between those that succeed and those that outright fail. Business leaders have no choice: innovate or die. Stuart Crainer and Des Dearlove, creators of Thinkers50, bring you the very latest thinking on the subject of business innovation. Citing the ideas and insights of the world's leading thinkers and business practitioners, the authors present a guide to business innovation that will put you ahead of the competition. Chapters include: Disruptive Innovation Co-creating the Future Opening Up Innovation Innovating Management Leading Innovation Where Innovation Meets Strategy Where Innovation Meets Society Each book in the Thinkers50 series provides authoritative explanations of the concepts, ideas, and practices that are making a difference today, including specific examples and cases drawn from the original sources. "Innovation is where the worlds of business and creativity meet to create new value," Crainer and Dearlove write. Today's customers are more demanding than ever. They want the best, coolest, most advanced product available. If you don't deliver it, your competitor will. Read Thinkers50 Innovation and learn how to apply the best ideas from the brightest minds in business innovation.

**Colloquial Swahili (eBook And MP3 Pack)** - Lutz Marten 2014-10-14

COLLOQUIAL SWAHILI is easy to use and completely up to date! Specially written by experienced teachers for self-study or class use, the course offers you a step-by-step approach to written and spoken Swahili. No prior knowledge of the language is required. What makes this new edition of COLLOQUIAL SWAHILI your best choice in personal language learning? Interactive - lots of exercises for regular practice Clear - concise grammar notes Practical - useful vocabulary and pronunciation guide Complete - including answer key and reference section Whether you're a business traveller, or about to take up a daring challenge in adventure tourism; you may be studying to teach or even looking forward to a holiday - if you'd like to get up and running with Swahili, this rewarding course will take you from complete beginner to confidently putting your language skills to use in a wide range of everyday situations. Accompanying audio material is available to purchase separately on two CDs or in MP3 format, or comes included in the great value COLLOQUIAL SWAHILI paperback and CDs complete course. Recorded by native speakers, the audio material complements the book and will help develop your listening and pronunciation skills. For the eBook and MP3 pack, please find instructions on how to access the supplementary content for this title in the Prelims section.

*Colloquial Chinese 2 (eBook And MP3 Pack)* - Qian Kan 2014-10-14

Colloquial Chinese 2 is designed for people who already have some knowledge of the language but want to progress a stage further. It is the ideal way to refresh your knowledge and to extend your skills, either in preparation for a visit, or to brush up on the language for work. Structured to give you the opportunity to listen to and read lots of modern, everyday Chinese, it has been developed to work systematically on reinforcing and extending your grasp of Chinese grammar and vocabulary. Key features include: revision material to help you consolidate and build up your basics Chinese texts presented in simplified characters and pinyin romanization throughout lessons based on practical everyday topics and supplemented by useful cultural notes lots of spoken and written exercises in each lesson for practice and consolidation a grammar summary, detailed answer key and Chinese-English glossary supplementary exercises and Chinese web-links at [www.routledge.com/colloquials/chinese](http://www.routledge.com/colloquials/chinese) Accompanying audio material is available to purchase separately on CD/MP3 format, or comes included in the great value Colloquials Pack. For the eBook and MP3 pack, please find instructions on how to access the supplementary content for this title in the Prelims section.

**Medical Career Basics Course For Dummies, 2 eBook Bundle** - Jane Runzheimer 2013-01-07

Two complete ebooks for one low price! Created and compiled by the publisher, this medical school basics bundle brings together two of the bestselling For Dummies medical school titles in one, e-only bundle. With this special bundle, you'll get the complete text of the following titles: Medical Ethics For Dummies Succeeding in the healthcare field means more than just making a diagnosis and writing a prescription. Healthcare professionals are responsible for convincing patients and their family members of the best course of action and treatments to follow, while knowing how to make the right moral and ethical choices. Unlike daunting and expensive texts, Medical Ethics For Dummies offers an accessible and affordable course supplement for anyone studying medical or biomedical ethics and includes moral issues surrounding stem cell research, genetic engineering, euthanasia, and much more. Clinical Anatomy For Dummies Clinical anatomy is the study of human anatomy as it relates to clinical practice. Unlike a basic anatomy and physiology course designed to teach general anatomical knowledge, clinical anatomy focuses on specific structures and issues that people may encounter in a clinical setting. Loaded with clear definitions, concise explanations, and plenty of full-color illustrations, Clinical Anatomy For Dummies presents a friendly, unimpeachable overview of the material covered in a typical college-level Clinical Anatomy course. About the Authors of Medical Ethics For Dummies Jane Runzheimer, MD, is a family physician who has served on the Ethics Committee of Methodist Hospital in St. Louis Park, Minnesota. Linda Johnson Larsen has written 24 books, many of which have an emphasis on health, and has been a patient advocate for her husband and several family members. About the Authors of Clinical Anatomy For Dummies David Terfera, PhD, teaches biomedical sciences at the University of Bridgeport College of Naturopathic Medicine. Shereen Jegtvig, DC, MS, is a health and nutrition writer.

**Colloquial Finnish (eBook And MP3 Pack)** - Daniel Abondolo 2014-10-14

Colloquial Finnish provides a step-by-step course in Finnish as it is written and spoken today. Combining a user-friendly approach with a thorough treatment of the language, it equips learners with the essential skills needed to communicate confidently and effectively in Finnish in a broad range of situations. No prior knowledge of the language is required. Key features include: • progressive coverage of speaking, listening, reading and writing skills • structured, jargon-free explanations of grammar • an extensive range of focused and stimulating exercises • realistic and entertaining dialogues covering a broad variety of scenarios • useful vocabulary lists throughout the text • additional resources available at the back of the book, including a full answer key, a grammar summary and bilingual glossaries Balanced, comprehensive and rewarding, Colloquial Finnish will be an indispensable resource both for independent learners and students taking courses in Finnish. Course components: The complete course comprises the book and audio materials. These are available to purchase separately in paperback, ebook, CD and MP3 format. The paperback and CDs can also be purchased together in the great-value Colloquials pack. Paperback: 978-0-415-49966-8 (please note this does not include the audio) CDs : 978-0-415-48627-9 eBook: 978-0-203-81794-0 (please note this does not include the audio, available to purchase from [http://ebookstore.tandf.co.uk/audio\\_viewbooks.aspx](http://ebookstore.tandf.co.uk/audio_viewbooks.aspx)) MP3s: 978-0-415-49967-5 (available to purchase from [http://ebookstore.tandf.co.uk/audio\\_viewbooks.aspx](http://ebookstore.tandf.co.uk/audio_viewbooks.aspx)) Pack : 978-0-415-49968-2 (paperback and CDs) It has been brought to our attention that on some of the CD copies of Colloquial Finnish, there is an error on track 3 of CD 1. We would urge all customers who have experienced this error to contact us at [isabelle.cheng@tandf.co.uk](mailto:isabelle.cheng@tandf.co.uk); we will then send you a correct replacement MP3 of this track, free of charge. Please accept our sincere apologies for any inconvenience caused. For the eBook and MP3 pack, please find instructions on how to access the supplementary content for this title in the Prelims section. [The Ultimate Book of Business Skills](#) - Tony Grundy 2004-05-14

There is a bewildering array of choices facing all managers, whether newly appointed or experienced business hands. No matter how much experience you have, everyone can make mistakes. The Ultimate Book of Business Skills points the way for anyone in a business role. It puts the essential techniques for running a business, managing a team and making informed choices about strategy straight into the hands of the people who need them. The Ultimate Book of Business Skills is a great addition to the Capstone Reference series. It features a user-friendly format with real-life

examples designed to transform anyone into a rounded businessperson with an impressive range of skills-based knowledge at their fingertips. [Career For Dummies Three eBook Bundle: Job Interviews For Dummies, Resumes For Dummies, Cover Letters For Dummies](#) - Joyce Lain Kennedy 2013-01-02

Three complete ebooks for one low price! Created and compiled by the publisher, this career bundle brings together three of the bestselling For Dummies career titles in one, e-only bundle. With this special bundle, you'll get the complete text of the following titles: Resumes For Dummies, 6th Edition Write a winning resume and land that job interview! Is your job search stalling out after you submit a resume but before you're offered an interview? With a recession that has caused widespread unemployment, having a winning resume is vital to securing an interview—and it demands a fresh look at how you write your resumes and market yourself. Whether you're entering the job market for the first time, looking for a new job after a lay off, or changing careers, Resumes For Dummies shows you the ropes and rules for a new era in recruiting and job searching Job Interviews For Dummies, 4th Edition Does the thought of interviewing for a new job send shivers down your spine? It doesn't have to! Whether you're searching for your first job, changing careers, or looking for advancement in your current line of work, Job Interviews For Dummies shows you how to use your skills and experiences to your advantage and land that job. Following a half-decade characterized by an explosion of economic crises, global expansion, and technological innovation in the job market, today's job seekers vie for employment in a tough era of new realities where few have gone before. In addition to covering how to prepare for an interview, this updated edition explores the new realities of the job market with scenarios that you can expect to encounter, an updated sample question and answer section, coverage of how you can harness social media in your job search, information on preparing for a Web-based interview, and the best ways to keep your credibility when applying for several jobs at once Cover Letters For Dummies, 3rd Edition Cover letters are alive and sell! When they're written right, that is. To stand out in today's sea of qualified job seekers, learn to craft riveting new breeds of cover letters, create vibrant images online, and discover sensational self-marketing documents you never imagined. This completely revised and updated 3rd Edition of Cover Letters For Dummies brings you all this plus over 200 great new samples by 62 successful professional cover letter/resume writers. You've probably suspected that passive and sleepy cover letters merely hugging resumes won't get you where you want to go. Especially in a shaky job market.

**How to Talk and Instantly Connect with Anyone (EBOOK BUNDLE)** - Leil Lowndes 2011-11-18

Command attention and respect by conversing with confidence, credibility, and charisma Two books packed into one eBook! You can speak up and be heard at business meetings. You can chat with confidence in at parties. You can be the one with the best job and most interesting friends. It's all about how you communicate and connect with others—which is something you can learn. How to Talk to and Instantly Connect with Anyone doubles your chances of developing killer conversation skills by combining two of the best books on the subject into one eBook package. Learn how to make the right kind of connections with the right people—and enjoy better relationships, greater respect, and a richer life. This invaluable ebook set includes: How to Talk to Anyone and How to Instantly Connect with Anyone Get all the secrets of successful communication. These groundbreaking guides reveal nearly 200 easy and effective techniques for becoming a master communicator, showing you how to: Make an unforgettable entrance and meet the people you want to meet Sound like an insider in any crowd, no matter how little you have in common Use body language to captivate audiences of all sizes Work a party the way a politician works a room Always come across confident, credible, and charismatic wherever you are **Becoming an Effective Leader, Coach and Mentor EBOOK BUNDLE** - Brian Tracy 2013-09-20

3 E-Books in One 12 Disciplines of Leadership Excellence Master the 12 disciplines of powerful leadership and lead your organization to greatness Leadership experts Brian Tracy and Dr. Peter Chee assert that great leaders are made, not born. Everyone has the ability to shape himself or herself into the kind of person who enables and uplifts others to reach their highest potential—and in 12 Disciplines of Leadership Excellence, they reveal exactly how to achieve it. It all starts with discipline. In this groundbreaking book, the authors break down great leadership into 12 disciplines, including: Clarity . . . about who you are, where you are going, and how to get there Control . . . build and bolster

your sense of personal responsibility and self-mastery Character . . . dedicate yourself to passionately build trust with honesty and integrity Competence . . . commit to constant never-ending improvement and learning Caring . . . because when you care, your people care in building great working relationships Courage . . . moving out of your comfort zone to embrace change and make tough decisions Coaching for Breakthrough Success A powerful new coaching method from Chicken Soup for the Soul co-creator Jack Canfield! Combining time-tested principles of exemplary coaches with the latest disruptive techniques used by the world's top performing leaders, Coaching for Breakthrough Success is a playbook that shows you how to nurture—in yourself and others—the three essential requirements of coaching excellence: 1. HEART: The Coaching Principles (TCP) unveils the secret to life impacting values, beliefs, and philosophies that permeate all aspects of great coaching. 2. MIND: The Situational Coaching Model (SCM) unleashes the genius of a coach to apply the right combination of crucial paradigms in any given coaching challenge. 3. ENERGY: The Achievers Coaching Techniques

(ACT) equips you with proven methods that enable you to deliver breakthrough results in coaching. Coaching for Breakthrough Success is packed with stirring personal stories, life changing case studies, crucial coaching conversations, exemplary coaching questions, and ready-to use tools that equip you to achieve professional mastery in coaching. Becoming an Effective Mentoring Leader Turn mentoring into PROFITS Becoming an Effective Mentoring Leader breaks down the essentials of mentoring, and shows you how to take advantage of this valuable new workplace dynamic. You'll learn: The smartest way to incorporate mentoring into your day-to-day leadership role The fastest way to equip, inspire, and motivate your staff The differences between mentoring, coaching, and teaching How you as a leader can rate the mentors in your office - and assess the progress of mentees Using case studies, tools, and impactful learning concepts, the authors show you how to use mentoring's "core skills" to create a winning approach tailored to your own style, be it the "reflective mentor," the "storytelling mentor," or "the example-based mentor."