

The 20 Minute Networking Meeting Hardcover

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provides networking advice that gives insight into the invisible job market where nearly all executive jobs are found it is designed for executives in transition and anyone else who knows that widening a professional network is the key to success

the 20 minute networking meeting professional edition puts you in control of your job search discussions and ultimately your career taking the best elements of the best networkers from a multitude of industries and professions combined with 40 years of the author s own experience the professional edition culminates in a highly productive networking approach from a hiring perspective back cover

this updated and expanded second edition of the the 20 minute networking meeting graduate edition learn to network get a job provides a user friendly introduction to the subject taking a clear structural framework it guides the reader through the subject s core elements a flowing writing style combines with the use of illustrations and diagrams throughout the text to ensure the reader understands even the most complex of concepts this succinct and enlightening overview is a required reading for all those interested in the subject we hope you find this book useful in shaping your future career business

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reading for advanced graduate level students we hope you find this book useful in shaping your future career feel free to send us your enquiries related to our publications to info risepress pw rise press

if you re finding yourself tied down by piles of paperwork endless unanswered emails and thousands of to do lists then this is the book for you become a more efficient effective and productive you with time management for dummies your one stop guide to taking control of your life packed with hundreds of time saving ideas techniques and strategies you ll be able to get on top of your workload communicate effectively make the most of your business meetings organise your desk and files prioritise and delegate well and kick the procrastination habit with tips on getting more out of your time away from your desk maintaining a productive home office environment and still finding time to see to your finances health and social life these time management tools will leave you feeling in control of your life at work and at home time management for dummies covers what is time management getting your time in order organising the work you have to do working from home the bigger picture

contemporary events management is a diverse and challenging field this introductory textbook fully explores the multidisciplinary nature of events management and provides the student with all the practical skills and professional knowledge they need in order to succeed in the events industry it introduces every core functional area of events management such as marketing finance project management strategy operations event design and human resources in a vast array of different event settings from sport to political events this new edition has been updated to include new and updated content on developments in technology risk management and event volunteering new and updated case studies that include emerging economies new industry voices by international practitioners every topic is brought to life through vivid case studies personal biographies and examples of best practice from the real world of events management written by a team of authors with many years experience of working in the events industry events management an introduction is the essential course text for any events management programme

this 240 page workbook is a highly effective no nonsense self marketing instrument to facilitate and manage the entire job search campaign contained in its pages are all the tools and information necessary to help your terminated employee win and keep their next job whether or not you provide outplacement support to your separated employees our workbook would be an excellent tool to augment their job search it provides a complete resource to help the discharged worker achieve and keep their next position finding a job is hard work it has been estimated that as many as one out of every three workers attempts to change jobs annually in the united states out of a labor force of 153 million that represents almost 50 000 000 job seekers who are seeking new employment each year as a result the job search process is highly competitive at all levels it can be lengthy frustrating prejudicial and unfair older more traditional job finding techniques have become less productive the traditional resume no longer has the same impact in generating the all important and often elusive interview both the wall street journal and usa today have highlighted the fact that only about 15 of all professionals find a new position through responding to published advertisements or online postings another 10 through placement agencies or search firms and only 5 through unsolicited direct mail why then would anyone focus 90 of their time and effort in areas that represent only about 30 of all potential opportunities it is not uncommon for 200 300 people to respond to help wanted advertisements yet seldom do more than 6 to 10 people achieve interviews and after an often lengthy process only one person gets the job everyone else starts the whole process again older americans women and minorities can often face an even more difficult road due to unspoken but ever present biases there is a better way tomorrow is today dispels the myth that the most qualified candidate always gets the job it points out that the person who is hired is usually the one who is liked the best this book can be a major factor in how you differentiate yourself from other candidates when the hiring decision is almost always based upon subjective factors such as the individual s personality style body language and manner of being interviewed it is an invaluable resource in helping you to achieve your next position with added features that assist in effectively managing both career growth and family issues

chock full of real world scenarios short stories meeting examples and dozens of tips and observations from hiring authorities executives recruiting experts and fellow veterans the veteran edition is an end to end lesson on job search networking founded on the premises of gratitude positivity and reciprocity

win more new business today new business is the lifeblood of every company and this book expertly guides you through the process of securing more than your fair share of it if you re a salesperson in the trenches looking for inspiration this book offers real life advice on improving your customer facing skills to win more new business the structured approach presented inside will have you walking the walk talking the talk and closing more deals in no time inside know your subject be an active listener make a great first impression present solutions stay on brand and on message prospect effectively overcome objections structure the deal

this is the must have how to primer for any mother who wants to work from home with advice and helpful hints on balancing work time and mom time making the difficult transition from corporate to home office legal information time planning and organization networking effectively and much more full of examples of mothers who have carved out successful home based businesses this helpful book provides easy to follow instructions for joining the ranks alicia bredin syndicated working at home columnist and author of the virtual office survival handbook

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Introduction

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