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Professional ethics and etiquette

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Abstrak

This book begins with your favorite subject?you. You?ll unlock the secrets of your temperament, your learning style, your strengths and weaknesses, and your values. Then you?ll take an honest look at what employers want to see in you when you show up for work. You?ll get tips on everything from how to manage your time to improving your memory. You?ll learn to develop your personal code of ethics and maintain a professional presence. In other words, you?re about to discover that your best secret weapon to a successful career could be you.