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understanding what exactly feng shui is or even how to pronounce it you feel like you're scaling the Great Wall of China Don't fall off just yet The Complete Idiot's Guide to Feng Shui teaches you everything you need to know to embrace this ancient and complex art and science In this Complete Idiot's Guide you'll find **Power, Politics, and Organizational Change** David Buchanan, Richard Badham, 2008-02-19 Many books on management are sanitized, cleanly technical accounts of the unreality of managerial life and work Politics hardly feature This book tells it like it is it dishes the dirt gets low down into the funky and fascinating politics of organizational life Stewart Clegg Aston Business School and University of Technology Sydney Combining a practical and theoretical guide to the politics of organizational change this book provides an exceptional resource to students of change management and organizational behaviour Buchanan and Badham show how the change agent who is not politically skilled will fail and that it is necessary to be able and willing to intervene in the political processes of the organization This revised edition includes a range of excellent new material and features including a new chapter on gender in approaches to organization politics a full range of teaching materials including case studies incident reports self assessments and more Each chapter recommends a feature film or DVD to illustrate aspects of organization politics fresh research evidence recent literature on the nature of entrepreneurial politics a model of political expertise and how that can be developed This lively and engaging book is key to MBA and other Masters degree candidates taking courses in change management and organizational behaviour It will also be valuable for practising managers on tailored executive programmes in organization politics The Etiquette Edge Beverly Langford, 2016-08-23 In today's culture where rudeness is unfortunately becoming more routine a strong competitive advantage goes to those who have sharpened the forgotten but fundamental skill of courtesy Intelligence ambition and skill will start you on the road to success but without strong communications skills social savvy and a sense of appropriate behavior you won't get far In The Etiquette Edge you will get a crash course in the entire field of modern business manners From interviewing etiquette and dress codes to working in close quarters and communicating upward you'll master the essentials of making a great impression and building relationships including The dos and don'ts of smartphone usage Handling difficult conversations with tact and finesse Checking your texts and emails for content and tone before you hit send Creating a polished image on social media Conducting meetings with poise and confidence Your coworkers and competitors are highly educated ferociously go getting and great at their job just like you If you want to truly distinguish yourself from the crowd focus on gaining the etiquette edge The Complete Idiot's Guide to American Heroes Jay Stevenson, Matthew Budman, 1999 You're no idiot of course You know America loves its heroes as much as baseball hot dogs and apple pie But when it comes to knowing the true stories of folk and real life heroes as well as understanding how and why they have become so much larger than life you feel like Superman facing a mountain of kryptonite Don't fall from the sky yet The Complete Idiot's Guide to American Heroes is an inspirational look at the exceptional men and women who have captured our imaginations from colonial times to the present In this Complete Idiot's

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