图书基本信息

书名:《职业女性易犯的致命错误》

13位ISBN编号:9780446695770

10位ISBN编号: 0446695777

出版时间:2005-5

出版社:Warner Books

作者:Lois P. Frankel

页数:268

版权说明:本站所提供下载的PDF图书仅提供预览和简介以及在线试读,请支持正版图书。

更多资源请访问:www.tushu000.com

内容概要

For every professional woman who wants to get ahead - but feels she is at an impasse - NICE GIRLS DON'T GET THE CORNER OFFICE comes to the rescue. Although it's less threatening and more politically correct for women to point the finger outwardly when assessing why they are overlooked for promotions and assignments for which they are superbly qualified, the real answers may lie inward. In this book, Dr Lois Frankel, an internationally recognised corporate coach and author, reveals the 101 self-sabotaging behaviours women learn as girls - behaviours and habits that are now holding them back in the workplace, such as couching statements as questions, tilting your head when you speak, waiting to be noticed and pinching company pennies. From executive to entry level, every woman needs to know what she is doing to subconsciously sound, look, act, market herself, and/or be treated like a 'girl'. This book will help women to become aware of when and how they are damaging their careers and it will give them the advice and tips they need to help replace these self-defeating behaviours with more effective ones - and finally claim the corner office they so richly deserve.

作者简介

Lois P. FRANKEL, P.H.D., is president of Corporate Coaching Inter-national. She is an internationally recognized expert in the field of workplace behavior and the empowerment of women. In addition to her work with executives and managers at Fortune 100 compa-nies, Dr. Frankel is a sought-after speaker who provides insights and practical tools for increasing career success. A member of the American Psychological Association, National Speakers Associa-tion, and Society for Human Resources Management, Dr. Frankel is also a licensed psychotherapist with a doctorate in counseling psychology from the University of Southern California.

Dr. Frankel has been featured in newspapers and magazines, including Fast Company and Entrepreneur, and quoted extensively as an expert in her field in publications such as Fortune, Working Mother, the Los Angeles Times, and the Miami Herald. She is the author of Overcoming Your Strengths, which was named by Fast Company magazine as "the best unsung business book of the year" in 1997, as well as Women, Anger, & Depression and Kindling the Spirit.

Dr. Frankel can be reached through either of her Web sites:www.corporatecoachingintl.com or www.gr8speakers.com

书籍目录

IntroductionChapter 1 Getting StartedChapter 2 How You Play the Game 1. Pretending It Isn't a Game 2. Playing the Game Safely and within Bounds 3. Working Hard 4. Doing the Work of Others 5. Working without a Break 6. Being Naive 7. Pinching Company Pennies 8. Waiting to Be Given What You Want 9, Avoiding Office Politics 10. Being the Conscience 11. Protecting Jerks 12. Holding Your Tongue 13. Failing to Capitalize on Relationships 14. Not Understanding the Needs of Your Constituents Chapter 3 How You Act 15. Polling Before Making a Decision 16. Needing to Be Liked 17. Not Needing to Be Liked 18. Not Asking Questions for Fear of Sounding Stupid 19. Acting Like a Man 20. Telling the Whole Truth and Nothing but the Truth (So Help You God) 21. Sharing Too Much Personal Information 22. Being Overly Concerned with Offending Others 23. Denying the Importance of Money 24. Flirting 25. Acquiescing to Bullies 26. Decorating Your Office Like Your Living Room 27. Feeding Others 28. Offering a Limp Handshake 29. Being Financially Insecure 30. HelpingChapter 4 How You Think 31. Making Miracles 32. Taking Full Responsibility 33. Obediently Following Instructions 34. Viewing Men in Authority as Father Figures 35. Limiting Your Possibilities 36. Ignoring the Quid Pro Quo 37. Skipping Meetings 38. Putting Work Ahead of Your Personal Life 39. Letting People Waste Your Time 40. Prematurely Abandoning Your Career Goals 41. Ignoring the Importance of Network Relationships 42. Refusing Perks 43. Making Up Negative Stories 44. Striving for PerfectionChapter 5 How You Brand and Market Yourself 45. Failing to Define Your Brand 46. Minimizing Your Work or PositionChapter 6 How You SoundChapter 7 How You LookChapter 8 How You RespondAppendix Personal Development Planning and Resources

精彩短评

1、浏览即可

版权说明

本站所提供下载的PDF图书仅提供预览和简介,请支持正版图书。

更多资源请访问:www.tushu000.com