



Etiquette: Confidence & Credibility * You at your best @ work: Business Intelligence plus Solutions to Sticky Situations

Julie Blais Comeau

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We all know our words and actions can go global, in an instant. The slightest faux-pas can have a lasting impact on a career and a reputation. Have you ever been stuck in a sticky work situation, afraid to do or say something wrong? Do you ever feel awkward or freeze in a corporate setting? Have you had e-remorse? If you answered yes, to any of these, then this book is for you! Etiquette: Confidence and Credibility will gaffe-proof your career in nine chapters: #1 Know what to do and say, how, when and why, #2 Take control of your first impressions, #3 Dress for your client, #4 Communicate correctly with technology, #5 Participate meaningfully in meetings, #6 Contribute to civility at work, #7 Do not do lunch to eat and drink, #8 Network to increase your net worth and #9 Thank to be remembered. Like the author's presentations and workshops, this professional etiquette reference book offers insightful behind-the-scenes knowledge that goes beyond the rules. A self-described, "gauche girl turned gaffe proof teacher," Blais Comeau shares, like a mentor to her protégé, advice, counsel, and guidance Etiquette: Confidence and Credibility is the most profitable Return On Investment for every modern day employee. Invest in you and get the career of your dreams. Meet, like, follow or Ask Julie by visiting <http://www.etiquettejulie.com>.

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