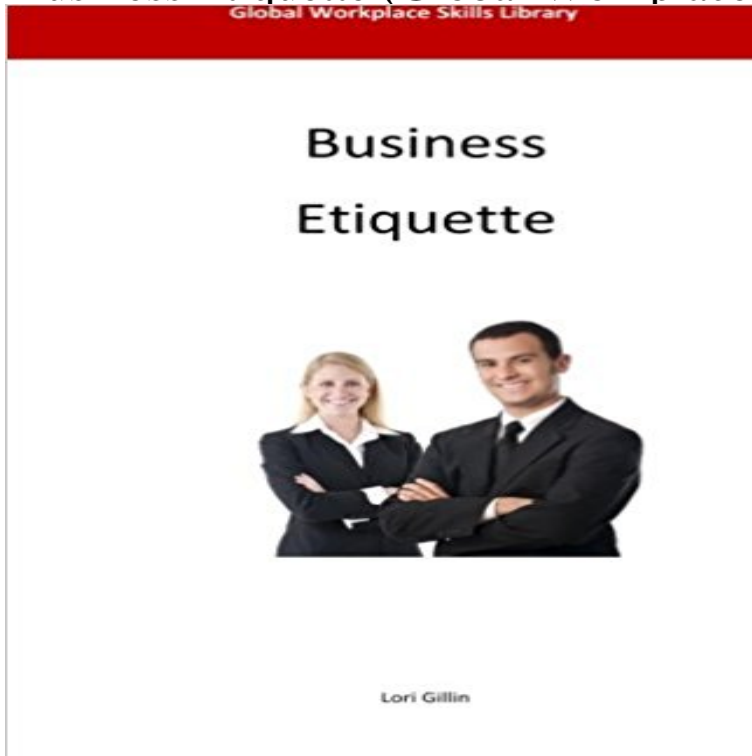


## Business Etiquette (Global Workplace Skills Library)



Success in any industry relies on relationships, whether with co-workers, clients, suppliers, or investors. When you're well-mannered and considerate in dealing with others, you create engaging, productive, and long-term business relationships. As such, it is important to learn, not just the technical side of a business, but how to conduct oneself in the company of others. This is where business etiquette comes in. This book will introduce you to business etiquette, as well as provide guidelines for the practice of business etiquette across different situations.

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