



Conquering Your Workplace: From Mail Room to Board Room—A Sourcebook for Today's Workforce!

Self-Help / General

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Today's growingly precarious workplace presents unprecedented challenges that perplex even veteran employees. With the workforce going global, the workplace virtual, the payrolls leaner, and the organizational hierarchies flatter, stressed-out and discomposed workers want to understand success mantras. Nothing has changed fundamentally, though, that should discourage a savvy professional. *Conquering* provides that bedrock foundation, demystifying how today's organizations function and their workers behave. Learn why:

- Managers make wrong assumptions about employees
- It takes skill to *manage* your manager and to know their functions
- When peers hijack your agenda, you must coolly unleash your wrath
- Career management requires a road map and chutzpah
- Apprenticing in the right job sets your career trajectory
- Learning global cultures galvanizes your career
- *Everyone* must know how to handle customers
- Avoiding organizational sticky wickets can unblock success
- Knowing when you're in trouble is key to what's next
- Developing broader job perspectives can be liberating

Real-life insights and object lessons, handy tools, identifiable scenarios, and timeless treatment, make *Conquering* an indispensable playbook for today's global workforce.

A Career/Life Coach and an author of four previous books on career management and job search, Dilip Saraf has reinvented himself four times. He is a graduate of Stanford and IIT.