

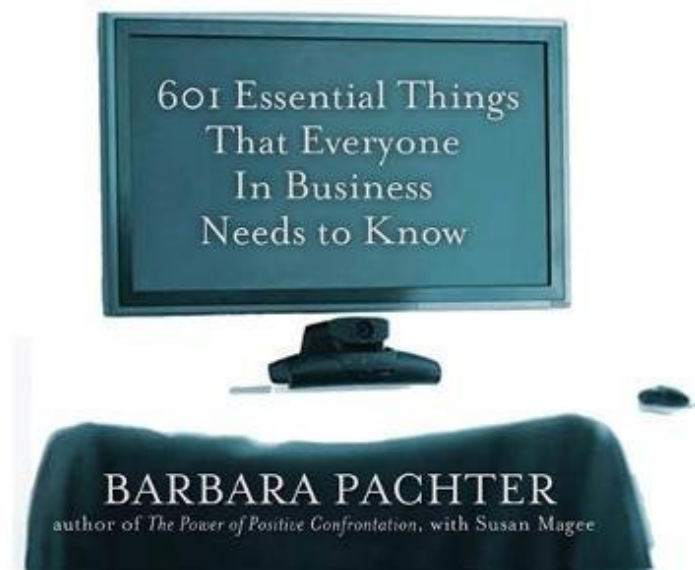
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When the Little Things Count . . . and They Always Count: 601 Essential Things That Everyone In Business Needs to Know

Barbara Pachter

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Barbara Pachter : When the Little Things Count . . . and They Always Count: 601 Essential Things That Everyone In Business Needs to Know before purchasing it in order to gage whether or not it would be worth my time, and all praised When the Little Things Count . . . and They Always Count: 601 Essential Things That Everyone In Business Needs to Know:

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women to "fit in". No thanks. 3 of 3 people found the following review helpful. Attention to Manners By Janet Cherry I am a communication and etiquette coach. I often purchase books just to update myself on what is being said by etiquette authors. This is a wonderful reference. Every person, particularly our young employees should read this book. Having job skills is one thing; having the social skills to keep a job is another. I read every word and have already recommended it to several people. Janet Cherry 0 of 0 people found the following review helpful. Powerful work for young people By Slash T. Phillips Ordered two copies of this book over time, and have given both copies away to young people as a means of 'schooling them' on life outside of their electronics. Will likely order it again, because the wisdom is still needed.

From the Internet and e-commerce to contract work and globalization, the way we work and communicate is changing constantly. Still, one essential fact remains: We must pay attention to the little things the details that demonstrate that we know how to communicate and interact with others on a professional level, regardless of our position or occupation. In this book, longtime business communications consultant and trainer Barbara Pachter offers 601 essential ways to approach every business situation and relationship with confidence and ease. With its empathetic tone and entertaining real-life anecdotes, *When the Little Things Count . . . and They Always Count* offers inspiration and advice to help get us to the next level of professionalism and success.

About the Author Barbara Pachter is a business communications consultant, coach, and seminar leader who speaks nationally and internationally on topics including assertiveness, business etiquette, international communications, conflict, women's issues, and presentation skills. She has conducted over 1,500 skill-building seminars for clients including Microsoft, DaimlerChrysler, Merck Co., NASA, and Pfizer, Inc. She is the coauthor of five books on business etiquette and communication skills, including *The Prentice-Hall Complete Business Etiquette Handbook*, *The Power of Positive Confrontation*, and *The Jerk with the Cell Phone*. She lives in Cherry Hill, New Jersey. Susan Magee, an award-winning writer, is the author of the humorous travel guide *UFO USA* and the coauthor of several other books, including *Why Can't You Read My Mind?* and, with Barbara Pachter, *The Power of Positive Confrontation* and *The Jerk with the Cell Phone*. She lives with her family outside of Philadelphia.