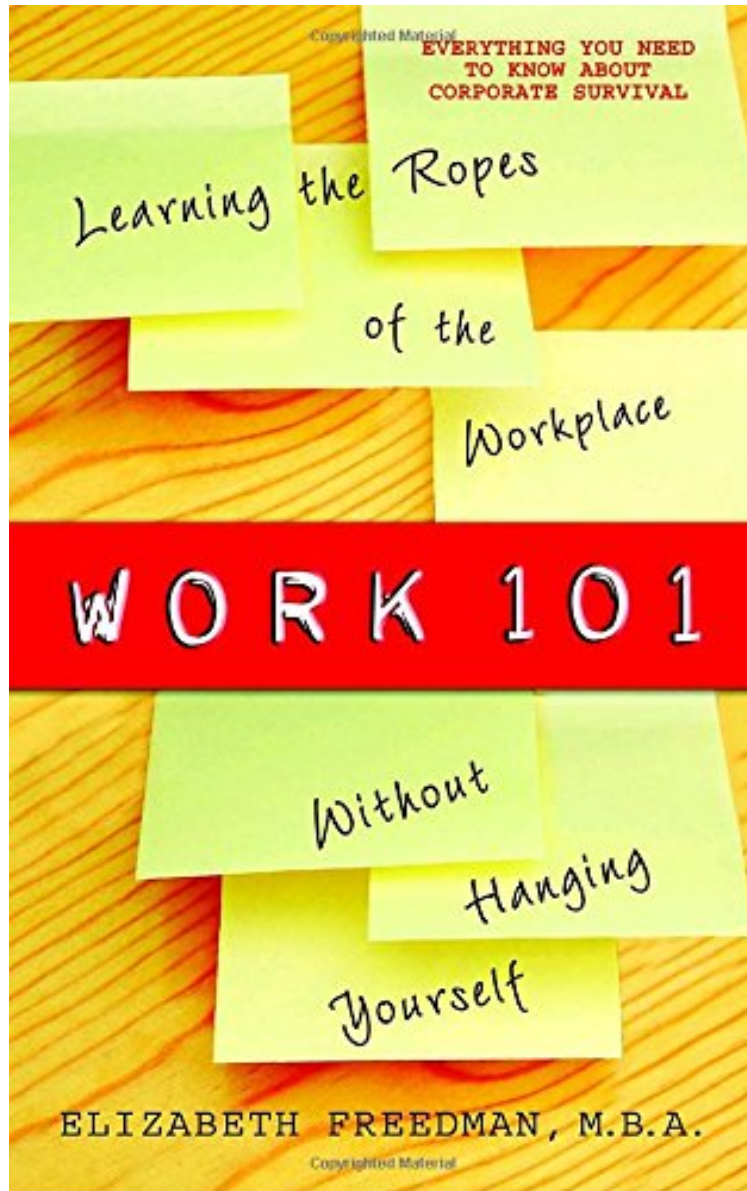


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# Work 101: Learning the Ropes of the Workplace without Hanging Yourself

*Elizabeth Freedman*

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## Ropes of the Workplace without Hanging Yourself:

In this straight-talking guide, MBA Elizabeth Freedman an expert in corporate etiquetteshows the rules of the workplace that only veterans know: survival secrets that will help you avoid the common mistakes that can sink careers at the gate. From getting a seat at the meeting table to dealing with a demanding boss, from talking salary in a performance review to what not to say at a business function, Work 101 tells you everything you need to know to master the (shameless) art of climbing the corporate ladder. Manage the managerhow to survive any type of boss, including the Boss from Hell Master the art of introductionhave them at hello! Create winning e-mails that actually get readand tips for avoiding on-screen blunders and other career-ending disasters How to handle a cube invader What not to order, wear, or say at a business lunch The real rules for dressing business casualwhat to wear and when How not to be clueless about promotions and (bigger) bonuses The five steps to employee-boss successincluding the top-ten things to listen to and observe How to avoid burning your bridges (and other great exit strategies)and much, much more!