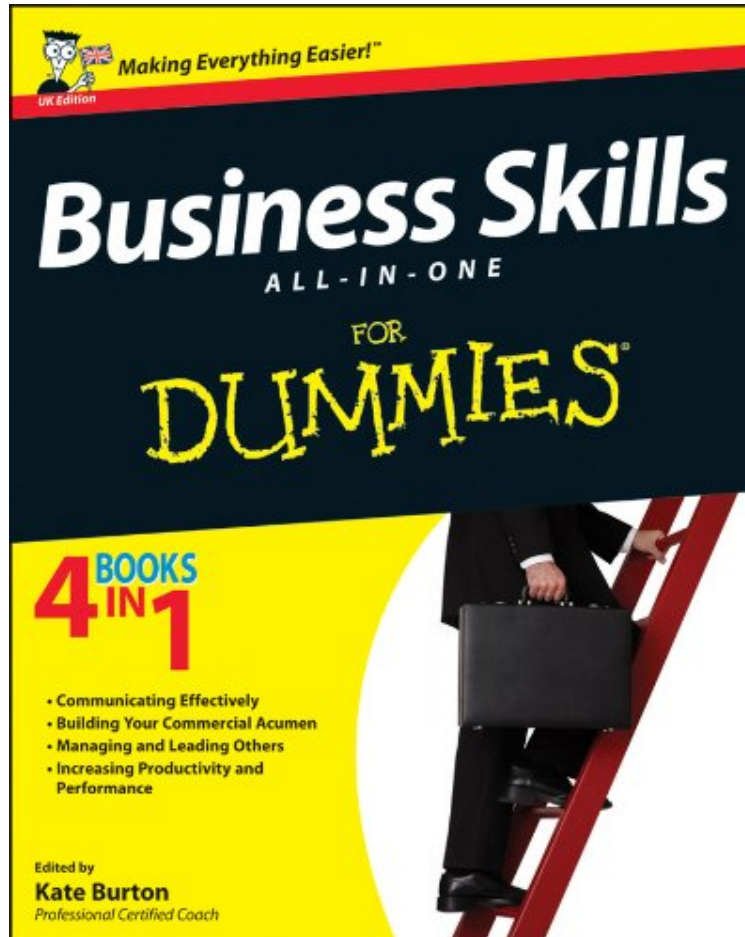


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## Business Skills All-in-One For Dummies

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Fulfil your workplace potential with this indispensable handbook. Written by a team of experts, Business Skills All-in-One For Dummies is your complete guide to perfecting your communication, management and organizational skills. Inside you'll find simple techniques for improving your performance at work - everything from presentation skills,

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4 BOOKS IN 1 Communicating Effectively Building Your Commercial Acumen Managing and Leading Others Increasing Productivity and Performance

About the Author Kate Burton runs a successful international coaching practice working with clients such as Hewlett-Packard, Microsoft and KPMG. Kate is co-author of the bestselling *Neuro-Linguistic Programming For Dummies*, *Neuro-Linguistic Programming Workbook For Dummies* and *Building Self-Confidence For Dummies*.