



Back Cover

Business Etiquette/Business Life

How to go from Acceptable to Impressive...

Subtle points of refinement executives, coworkers, and clients notice are spelled out in *Secrets of Seasoned Professionals* because little details done right lead to favorable first impressions and rock solid reputations.

More than 417 tips shared here will help you avoid making memorable embarrassing mistakes.

- ◆ Fine-tune your image whether you are new to the workforce, newly promoted, or well on your way.
- ◆ Become a go-to person by effectively running meetings, working well in a cubical culture, and smartly maneuvering the world of business travel.
- ◆ Learn the minor details which make big impressions—and do them right the first time.
- ◆ Separate yourself from the pack, so you are assigned more interesting projects, further developing your career.

About the Author...

Kelly Tyler went from being the lowest level employee hired out of college by a major corporation to being an award-winning speaker and founder of a training company. In *Secrets of Seasoned Professionals*, she shares nuances mentors pointed out to her, along with those shared by executives and managers across the country.

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