



## Success in Dealing with Difficult People

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By Ken Lawson

IMM Lifestyle Books. Paperback. Book Condition: new. BRAND NEW, Success in Dealing with Difficult People, Ken Lawson, Building on the success of the first four books in the series, New Holland is publishing a further four new titles. "Success in Dealing With Difficult People" helps identify difficult characters in the workplace and also gives the reader the skills with which to assert his or her authority and to resolve potential conflicts at an early stage. "The Business Partners" series offers clear, practical advice for career-minded people who wish to increase their potential and effectiveness and want to reach the next step in their profession. Packed with prompts, checklists and concise help, these easily portable books are highly accessible and informative, offering on-the-spot advice to help you progress in your career. Colourful and well designed, they are indispensable desktop companions, offering guidance for every stage of a career - from attending your first interview to making decisions and mentoring others. Also in this series are "Successful Negotiating", "Successful Communication" and "Successful Decision-Making". Earlier books in the series include: "Successful Interviews", "Successful Coaching and Mentoring", "Successful Time Management" and "Successful Project Management".



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