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## Buff and Polish: A Practical Guide to Enhance Your Professional Image and Communication Style

By Kathryn J Volin

Pentagon Publishing, United States, 2004. Paperback. Book Condition: New. 210 x 136 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.First impressions can be dazzling or they can be disastrous, but they last forever. Whether you are walking into a room for a job interview, meeting with a new client, or making a presentation, the image you portray is vital to how others perceive you. Believe it or not, people are sizing you up within the first three to four seconds of an encounter. They re making judgments about you at seven seconds and within thirty seconds they ve made at least eleven assumptions about you. Buff and Polish is an abundant collection of successful communication applications and theories. As a veteran trainer and corporate communicator, Kathryn Volin has compiled and implemented these techniques for more than twenty years. The knowledge within this definitive handbook can be used (by anyone) to make a dramatic, positive difference in the ability to achieve excellence while interacting with others. Whether you are a college graduate, professional on the rise, entrepreneur, or a seasoned executive, achieving excellence in interpersonal communications will ensure your continued growth. Buff and Polish is a must...



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