

ADVANCE INFORMATION

Your First Year of Work
The Survival Guide
 Shelagh Foster

DESCRIPTION

Shelagh Foster has seen interviewees and new employees battling to get ahead once they've finished matric, college or university. The shock of the work environment can be daunting and sometimes it's difficult to tell why one's efforts aren't always met with success.

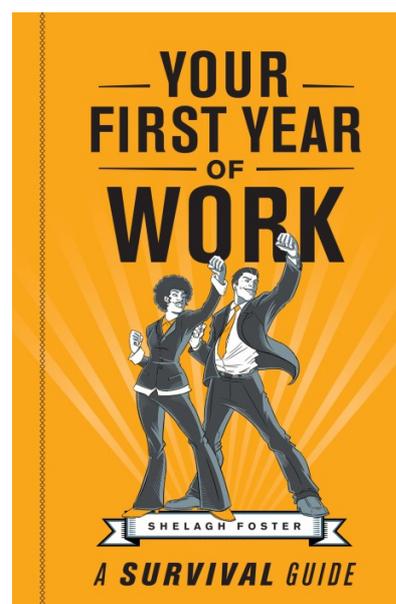
This prompted her to write a survival guide to explain the unwritten codes that exist in the workplace, the codes you need to understand to be successful. Shelagh will show you the ropes – how to write a winning CV, how to impress in an interview, how your body language impacts on your colleagues' impressions of your performance, how to win respect in written communication, how to interpret dress codes and much more.

SALES POINTS

- Essential reading for matriculants, new graduates, first-time employees and interns.
- Written in response to calls from the media, industry and government to increase youth employment.
- Extensive review coverage expected.

ABOUT THE AUTHOR

Shelagh Foster has more than twenty years' experience in the media and communications industry; serving as editor, writer and writing training strategist across media platforms. She holds an Associateship in Speech and Drama (Teachers) with Trinity College London and was voted winner of the Voice of Africa short story competition in 2008. Shelagh is currently lead content editor for a global management consulting firm. In her spare time she cooks, writes and tries to grow vegetables. Shelagh is passionate about making poor communication better, and good communication exceptional.



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 - Finding a mentor
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8. Cellphone and telephone etiquette; social behaviour in the workplace
9. Email and internet usage (incl. sourcing information)
10. What is work? Evaluating your skills and responsibilities to yourself, your employer and your industry
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