

Successful Recruitment In A Week Teach Yourself

David Cotton

Successful Recruitment in a Week: Teach Yourself Nigel Cumberland,2012-07-13 The ability to recruit the right people to work for you is crucial to anyone who wants to advance their career. Written by Nigel Cumberland, a leading expert on recruitment as both a coach and a practitioner, this book quickly teaches you the insider secrets you need to know to in order to build a brilliant team. The highly motivational 'in a week' structure of the book provides seven straightforward chapters explaining the key points, and at the end there are optional questions to ensure you have taken it all in. There are also cartoons and diagrams throughout, to help make this book a more enjoyable and effective learning experience. So what are you waiting for? Let this book put you on the fast track to success!

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Job Hunting in 4 Weeks Hilton Catt,Pat Scudamore,David McWhir,Mo Shapiro,Alison Straw,2015-01-29 Job Hunting In 4 Weeks is a comprehensive guide to finding and getting your perfect job giving you everything you need to know in one place. Made up of four bestselling books in one, this book delivers a complete course in job hunting. From crafting the perfect CV and finding the job of your dreams, to writing a great cover letter and winning at interview you'll discover all the tools, techniques and strategies you need to get your job hunting right. This book introduces you to the main themes and ideas of job hunting, giving you a knowledge and understanding of the key concepts, together with practical and thought-provoking exercises. Whether you choose to work through it like a 4 week course or dip in and out, Job Hunting In 4 Weeks is your fastest route to success: Week 1: CVs In A Week Week 2: Searching For Jobs In A Week Week 3: Successful Cover Letters In A Week Week 4: Succeeding At Interviews In A Week ABOUT THE SERIES In A Week books are for managers, leaders, and business executives who want to succeed at work. From negotiating and content marketing to finance and social

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Job Applications in a Week: Teach Yourself Hilton Catt,2016-07-19 Getting hired just got easier You are about to discover everything you need to know about job applications and how to make them work. Starting on Sunday and going through to Saturday, you will learn the stages of a job application step by step so you build up a picture of what it takes to be successful. For many job applicants, what goes on behind employers' closed doors remains a hidden world but, by Saturday, you will have taught yourself how job applications are processed, what employers look for when they make up interview lists, and then, from the candidates they interview, who to shortlist and who to offer the job to. After considering what employers want and how you could meet their needs you will be able to formulate a plan for what needs to go into your CV, what you need to put in your cover letters and what you need to say about yourself on application forms. You will discover how to measure up the competition and how to make sure your name, and not someone else's, is on the interview list. You will also discover the importance of getting the right messages across in interviews - and what the right messages are. You will learn how to dictate the interview agenda to keep it on familiar territory where the best parts of your application will come out. You will learn to handle tough interview questions and to see what's behind them and what answers will impress the interviewer most. Once you've been shortlisted, you'll discover how to steer your application over the last hurdle and get the job offer you want. - Sunday: Defining the task - Monday: You and the image you present - Tuesday: Selection criteria - Wednesday: Getting interviews - Thursday: Going for interviews - Friday: Handling questions - Saturday: Getting shortlisted

Successful Customer Care in a Week: Teach Yourself Di McLanachan,2012-07-13 The ability to look after your customers is crucial to anyone who wants to advance their career. Written by Di McLanachan, a leading expert on customer care as both a coach and a practitioner, this book quickly teaches you the insider secrets you need to know to in order to keep your customers happy and coming back. The highly motivational 'in a week' structure of the book provides seven straightforward chapters explaining the key points, and at the end there are optional questions to ensure you have taken it all in. There are also cartoons and diagrams throughout, to help make this book a more enjoyable and effective learning experience. So what are you waiting for? Let this book put you on the fast track to success!

Introducing Management in a Week: Teach Yourself Martin Manser,2012-06-22 The ability to make a successful transition into management who wants to advance their career. Written by Martin Manser, a leading trainer of managers and highly-respected author, this book quickly teaches you the insider secrets you need to know to in order to seamlessly move up the career ladder. The highly motivational 'in a week' structure of the book provides seven straightforward chapters

explaining the key points, and at the end there are optional questions to ensure you have taken it all in. There are also cartoons and diagrams throughout, to help make this book a more enjoyable and effective learning experience. So what are you waiting for? Let this book put you on the fast track to success!

Planning Your Career In A Week Wendy Hirsh, Charles Jackson, 2012-03-30 Planning your career just got easier Very few of us put much effort into planning for the kind of career we want. Thinking about where we are going at work is something we all need to do throughout our working lives. The nature of work and employment is always changing. When economic times are difficult, you need to show potential employers that you have something special to offer. You may also need to be more flexible in your plans. New kinds of jobs emerge all the time and many labour markets are becoming increasingly specialized. This means you need to find out more about the kinds of jobs that interest you, and you need to understand what employers are looking for and how people get these jobs. By working through a simple series of steps and exercises, you can help yourself to be clearer about what you want, what your options are, and how to move forward. Exercises in each chapter will help you build a collection of information and reflect on what you are learning about yourself and the process of career planning as you go along. Planning Your Career In A Week looks at one step in this process of career planning on each day of the week: Sunday: What do you want from work? Monday: What kind of job would you enjoy? Tuesday: What are you good at? Wednesday: Identifying your career options Thursday: Collecting information Friday: Making the choice Saturday: Taking the first steps

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Be a Better Manager in a Week: Teach Yourself Rus Slater, 2013-02-22 This book will help you see that management is a responsibility, not a reward; this changes the fundamental mindset and in doing so makes you a better manager. You will learn: How to focus on what you need to achieve How to improve the day to day activities and outputs of your team How to avoid taking on too much ownership How to develop your people to make their, and your, jobs easier How to survive (and thrive) when times are tough Sunday: Get your paradigm right Monday: Improve your focus Tuesday: Improve your communication Wednesday: Improve your individuals, including yourself Thursday: Improve your processes Friday: Improve your teamwork Saturday: Use a ruler, not rules

Outstanding Creativity in a Week: Teach Yourself Gareth Lewis,2012-06-22 The ability to think creatively is crucial to anyone who wants to advance their career. Written by Gareth Lewis, a leading expert on creativity as both a coach and a researcher, this book quickly teaches you the insider secrets you need to know to come up with new solutions to a wide variety of problems. The highly motivational 'in a week' structure of the book provides seven straightforward chapters explaining the key points, and at the end there are optional questions to ensure you have taken it all in. There are also cartoons and diagrams throughout, to help make this book a more enjoyable and effective learning experience. So what are you waiting for? Let this book put you on the fast track to success!

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Finding Your Next Job in a Week: Teach Yourself Ebook Epub Geoff Ribbens,Peter Maskrey,2013-01-25 The ability to find a good job in a challenging market, is crucial to anyone who wants to advance their career. Written by Peter Maskrey and Geoff Ribbens, leading experts on business communication, this book quickly teaches you the insider secrets you need to know to in order to secure the role that's right for you. The highly motivational 'in a week' structure of the book provides seven straightforward chapters explaining the key points, and at the end there are optional questions to ensure you have taken it all in. There are also cartoons and diagrams throughout, to help make this book a more enjoyable and effective learning experience. So what are you waiting for? Let this book put you on the fast track to success!

Body Language for Management in a Week: Teach Yourself Geoff Ribbens,Richard Thompson,2012-07-06 The ability to read people's body language and send out the right signals yourself, is crucial to anyone who wants to advance their career. Written by Geoff Ribbens and Richard Thompson, leading experts on body language, this book quickly teaches you the insider secrets you need to know to in order give a successful appraisal. The highly motivational 'in a week' structure of the book provides seven straightforward chapters explaining the key points, and at the end there are optional questions to ensure you have taken it all in. There are also cartoons and diagrams throughout, to help make this book a more enjoyable and effective learning experience. So what are you waiting for? Let this book put you on the fast track to success!

Managing Difficult People in a Week David Cotton,2014-01-31 *Managing Difficult People In A Week* is a simple and straightforward guide to being a better manager, giving you everything you need to know in just seven short chapters. From

preventing difficult behaviour to managing conflict, you'll discover the insider secrets you need to know in order to successfully manage difficult people. This book introduces you to the main themes and ideas of managing difficult people, giving you a basic knowledge and understanding of the key concepts, together with practical and thought-provoking exercises. Whether you choose to read it in a week or in a single sitting, *Managing Difficult People In A Week* is your fastest route to success: Sunday: Understanding and preventing difficult behaviour Monday: Developing your skills for managing difficult people Tuesday: More advanced skills for managing difficult people Wednesday: Managing specific types of difficult behaviour Thursday: Feedback that works and critical conversions Friday: Managing conflict Saturday: Getting support and escalating issues ABOUT THE SERIES In A Week books are for managers, leaders, and business executives who want to succeed at work. From negotiating and content marketing to finance and social media, the In A Week series covers the business topics that really matter and that will help you make a difference today. Written in straightforward English, each book is structured as a seven-day course so that with just a little work each day, you will quickly master the subject. In a fast-changing world, this series enables readers not just to get up to speed, but to get ahead.

Job Interviews In A Week Alison Straw, Mo Shapiro, 2012-03-23 Job Interviews In A Week is a simple and straightforward guide to success, giving you everything you need to know in just seven short chapters. From understanding the process, doing your research and making yourself memorable, to feeling confident, handling tough questions and knowing what to ask, you'll soon be on track for success. This book introduces you to the techniques of interview success, giving you a thorough knowledge what you need to do to put in a great interview performance. Whether you choose to read it in a week or in a single sitting, *Job Interviews In A Week* is your fastest route to success: - Sunday: Understand the interview process so you know what to expect. - Monday: Do your research on the interview, the role and the organization so you can demonstrate your knowledge of their requirements. - Tuesday: Discover what differentiates you to make yourself the memorable candidate. - Wednesday: Prepare yourself for success to feel confident in the interview. - Thursday: Respond skilfully and be prepared for interviewers' questions and exercises. - Friday: Decide what questions you want to ask, to demonstrate being proactive. - Saturday: Put it all together and know that you have done all you can towards your success. ABOUT THE SERIES In A Week books are for managers, leaders, and business executives who want to succeed at work. From negotiating and content marketing to finance and social media, the In A Week series covers the business topics that really matter and that will help you make a difference today. Written in straightforward English, each book is structured as a seven-day course so that with just a little work each day, you will quickly master the subject. In a fast-changing world, this series enables readers not just to get up to speed, but to get ahead.

Job Hunting In A Week Pat Scudamore, Hilton Catt, 2012-05-18 The ability to find the right job at the right time is crucial to anyone who wants to advance their career. Written by Pat Scudamore and Hilton Catt, leading experts on job

hunting as both coaches and HR practitioners, this book quickly teaches you the insider secrets you need to know to in order find the right job for you. The highly motivational 'in a week' structure of the book provides seven straightforward chapters explaining the key points, and at the end there are optional questions to ensure you have taken it all in. There are also cartoons and diagrams throughout, to help make this book a more enjoyable and effective learning experience. So what are you waiting for? Let this book put you on the fast track to success!

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Who Geoff Smart, Randy Street, 2008-09-30 In this instant New York Times Bestseller, Geoff Smart and Randy Street provide a simple, practical, and effective solution to what The Economist calls “the single biggest problem in business today”: unsuccessful hiring. The average hiring mistake costs a company \$1.5 million or more a year and countless wasted hours. This statistic becomes even more startling when you consider that the typical hiring success rate of managers is only 50 percent. The silver lining is that “who” problems are easily preventable. Based on more than 1,300 hours of interviews with more than 20 billionaires and 300 CEOs, Who presents Smart and Street’s A Method for Hiring. Refined through the largest research study of its kind ever undertaken, the A Method stresses fundamental elements that anyone can implement—and it has a 90 percent success rate. Whether you’re a member of a board of directors looking for a new CEO, the owner of a small business searching for the right people to make your company grow, or a parent in need of a new babysitter, it’s all about Who. Inside you’ll learn how to • avoid common “voodoo hiring” methods • define the outcomes you seek • generate a flow of

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Tackling Tough Interview Questions In A Week Mo Shapiro,Alison Straw,2012-06-01 The ability to give successful answers to tough interview questions is crucial to anyone who wants to advance their career. Written by Mo Shapiro and Alison Straw, leading experts on interviews as both coaches and practitioners, this book quickly teaches you the insider secrets you need to know to shine at an interview. The highly motivational 'in a week' structure of the book provides seven straightforward chapters explaining the key points, and at the end there are optional questions to ensure you have taken it all in. There are also cartoons and diagrams throughout, to help make this book a more enjoyable and effective learning experience. So what are you waiting for? Let this book put you on the fast track to success!

Successful Interviewing in a Week Mo Shapiro,1999 A no-nonsense, step-by-step guide, designed to give the reader the confidence to handle even the most difficult interview situations. It considers the key interviewing skills and structures following the four Ps of interviewing, which are: preparation; purpose; performance; and postscript. The book helps the reader clarify objectives for interviews and to consider those of the interviewee. It provides an approach to different types of interview, including: selection and recruitment; appraisal; counselling; and coaching.

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