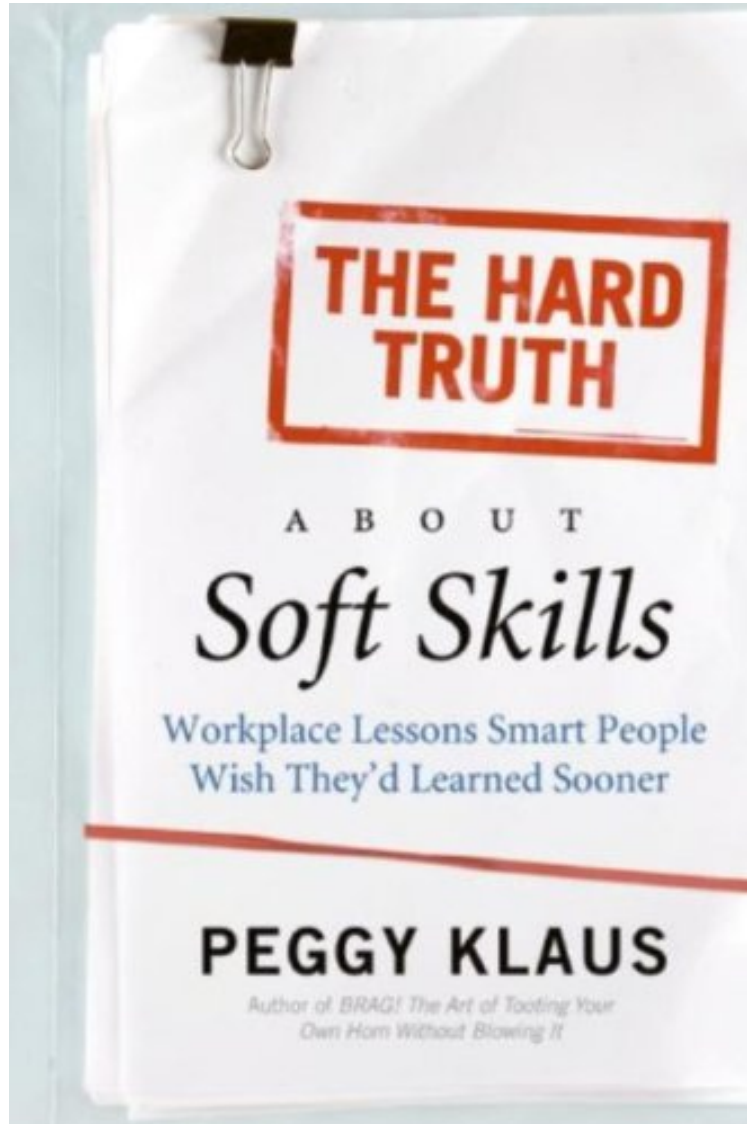


[E-BOOK] The Hard Truth About Soft Skills: Soft Skills for Succeeding in a Hard Wor

The Hard Truth About Soft Skills: Soft Skills for Succeeding in a Hard Wor

Peggy Klaus

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Peggy Klaus : The Hard Truth About Soft Skills: Soft Skills for Succeeding in a Hard Wor before purchasing it in order to gage whether or not it would be worth my time, and all praised The Hard Truth About Soft Skills: Soft Skills for Succeeding in a Hard Wor:

0 of 0 people found the following review helpful. Wonderful, easy readBy Hanna DeBruhlI am a fan of Peggy Klaus. This book is an excellent read and I am using in a presentation on soft skills for my students. It's a ,must read!0 of 0 people found the following review helpful. usefulBy VickiThis book was very useful in everyday life the skills she

conveys are ones we often forget to use today. 1 of 2 people found the following review helpful. Great for College Students, Young Professionals, People Who are "New" to Soft Skills By Susan Kruger, M.Ed.-SOAR Study Skills Filled with anecdotes and stories, Klaus clearly illustrates the dramatic impact of soft skills in the workplace. For this reason, I think this book offers great value, especially to expand the perspectives of college students and young professionals. However, I felt the book was lacking *strategies* for improving soft skills. This book provides a great framework, however, for starting the process of in-house training in soft skills. I would also recommend to either the author and/or publisher a 2nd volume with strategies, organized to compliment this book.

What's the hard truth? Soft skills get little respect but will make or break your career. Master your soft skills and really get ahead at work! Fortune 500 coach Peggy Klaus encounters individuals every day who excel at their jobs but aren't getting where they want to go. It's rarely a shortfall in technical expertise that limits their careers, but rather a shortcoming in their social, communication, and self-management behaviors. In *The Hard Truth About Soft Skills* Klaus delivers practical tools and techniques for mastering soft skills across the career spectrum. She shows how to: manage your workload, handle the critics, develop and promote your personal brand, navigate office politics, lead the troops, and much more! Klaus reveals why soft skills are often ignored, while bringing their importance to life in her trademark style—straightforward, humorous, and motivating. Perfect for readers at all professional stages—from those who are just starting out to seasoned executives—this book is essential reading for anyone who wants to take his or her career to the next level.

From Publishers Weekly Whether near the beginning or end of a career, Klaus (*BRAG! The Art of Tooting Your Own Horn Without Blowing It*) sees future professional growth dependent upon identifying and correcting self-sabotaging interpersonal behavior. Klaus illustrates each behavior's professional importance with stories from her work as a career coach. These soft skills run the gamut from handling critics (including one's own internal critic) to bragging. Her practical advice is delivered in the conversational style of a one-on-one session with a personal coach. The learn-by-example counsel may be helpful for those entering such situations as annual performance reviews—whether giving or receiving them—and public speaking. The volume is recommended for those who are in need of a more personable approach to rising up professionally. (Feb.) Copyright © Reed Business Information, a division of Reed Elsevier Inc. All rights reserved. "This is a good book to read with a notebook at your side, in case you spot anything you've been doing to hold yourself back in the workplace." About the Author Peggy Klaus trains professionals worldwide at leading companies that include Credit Suisse, Disney, UNICEF, and Kaiser Permanente. Author of *BRAG! The Art of Tooting Your Own Horn Without Blowing It*, she is regularly featured in a wide range of media including the Today Show, 20/20, BusinessWeek, the Wall Street Journal, the New York Times, and O Magazine. Klaus has lectured at Harvard; the University of California, Berkeley; and Wharton. She lives in Berkeley, California.