

The Global Etiquette Guide To Asia Everything You Need To Know For Business And Travel Success Global Etiquette Guides

Offers an overview of international protocol and its associated practices, including those found within the context of diplomatic relations and the business world

Business manners in and out of the boardroom are stressed here, with practical etiquette advice on e-mail, faxes, international travel, pagers, and cellular phones, as well as the latest dope on how to properly shake hands, address a new business acquaintance, and talk on the phone. Original.

Lovingly written and illustrated, Guide to Good Manners provides families with an opportunity to learn about manners in a fun, engaging way. From table etiquette to proper behavior at school and with friends, Guide to Good Manners covers everything children need to know to become courteous and caring individuals. Guide to Good Manners includes:
• Manners for home, school, and public places
• Etiquette at the dinner table
• Worker hygiene
• Safety tips and safe street behavior
• Online and computer etiquette
From The Trade Paperback edition.

Thrive in the multicultural communities where you work and live
People, money, and information are flowing faster than ever across international borders, putting us all just one step away from a culture crash—that moment when you unintentionally confuse, frustrate, or offend someone from another culture. Are you struggling with trying to learn the customs, nuances, and hot buttons of every culture you might come into contact with? Michael Landers guides you toward a better solution: becoming aware of your own cultural “baggage.” You’ll learn to sidestep the knee-jerk reactions that can get you into trouble and develop the agility to adjust your behaviors and expectations as needed. Through a mix of entertaining and instructive stories, valuable insights, and eye-opening self-assessments, Culture Crossing offers an essential primer for improving all your interactions with people from any background.

Mind Your Manners
An Everyday Etiquette Guide
Culture shock!

Global Business Etiquette: A Guide to International Communication and Customs, 2nd Edition

Global Etiquette Guide to Mexico and Latin America

This Book Will Teach You Business Etiquette

East-West business is booming as thousands of people flock to China. The author, with 25 years of experience dealing with the Chinese, provides up-to-date advice on how to succeed, avoid gaffes, interpret behaviour and make positive impressions.

Like it or not, every business—even one conducted from the kitchen table—is global. No matter the industry, employees now routinely travel to other countries or interact with foreign customers, vendors, or fellow employees. Or they conduct business over the phone, via e-mail, or through video links. As a result, they have to understand international customs and etiquette or risk losing customers or botching business relations. And understanding business customs in other cultures isn't merely playing good defense—it often leads to new products or service enhancements that help an enterprise grow. In Passport to Success, Jeanette Martin and Lillian Chaney apply their expertise in business etiquette, training, and intercultural communications to present a practical guide to conducting business successfully around the world. Each chapter in this book presents in-depth information on the business environment and culture in the top twenty trading partners of the United States: Canada, Mexico, Japan, China, United Kingdom, Germany, South Korea, Netherlands, France, Singapore, Taiwan, Belgium, Australia, Brazil, Hong Kong, Switzerland, Malaysia, Italy, India, and Israel. Chapters contain both practical tips and illustrative examples, and the book concludes with a listing of resources (books, magazines, organizations, and Web sites) for additional information. In addition, Passport to Success contains useful overview material that will help business people plan a trip abroad or a campaign to win customers in another country. Besides trade statistics and information on global trade agreements, readers will find information on using the Internet productively to conduct or seek business, how women can succeed in countries with traditional, male-oriented business cultures, how to build cross-cultural relationships, and ways language can enhance—or obstruct—business dealings. Every businessperson is now a player in the global market for goods and services. This book provides valuable tips that will help people avoid missteps and increase their sales and personal success when dealing with counterparts in other countries.

Cuba is a land of contradictions that is easy to enjoy but difficult for first-time visitors to decipher. The largest island in the Caribbean, it is a tropical paradise that Christopher Columbus called "the most beautiful land that human eyes have ever seen." It is famous for the romantic charm of its crumbling colonial cities, the beauty of its white sand beaches, and its irresistible Afro-Cuban dance beats. But it is also a land of shortages and tight government control, which has been in a sixty-year political standoff with its superpower neighbor, the USA. The homegrown version of single-party socialism created by Fidel Castro has kept Cuba in a Cold War time warp that only now is beginning to change. As travel restrictions are relaxed US tourists can once again visit the island. Greater flexibility toward private enterprise is opening it up to boutique hotels and high-quality home-based restaurants. There is a boom in special-interest tourism for cyclists, hikers, birdwatchers, and scuba divers, while foreign entrepreneurs are eagerly exploring investment opportunities. Culture Smart! Cuba will take you beyond the usual descriptions of Havana nightlife, vintage cars, and hand-rolled cigars and give you an insider's view of an island that is fastening on the brink of historic change. It offers insights into Cuba's fascinating history, national icons, unique food, vibrant cultural scene, and world-renowned music. Practical tips help business travelers gain an edge on the competition. But most of all, this book aims to show you how best to break the ice and get a better understanding of the infinitely resourceful Cuban people, who despite severe hardships and shortages over many years remain optimistic and fiercely proud of their heritage and culture.

Farewell to faux pas! South Korea is one of the greatest economic success stories of the past 60 years, and more and more Westerners are traveling to this bustling, modern country for business and pleasure. But no matter why you visit, an understanding of Korea's etiquette and culture is essential to an enjoyable and successful trip. With Etiquette Guide to Korea, you'll never need to worry about making an embarrassing mistake—this authoritative guide covers everything the courteous traveler needs to know, including the importance of names and how to use them, shaking hands versus bowing, table manners for celebrations and everyday meals, and how to negotiate in Korea. Also included are invaluable lists of Korean vocabulary and helpful phrases, making this book the most important item you can pack for your trip or extended stay in Korea.

Indonesia
Global Dexterity
The Essential Guide to Customs and Culture
Leading Across Cultures
Essential Do's and Taboos
Culture Crossing
A Student's Guide to Digital Etiquette

This Book Will Teach You Business Etiquette is the essential pocket-sized guide for business skills nobody teaches you about in school! There was a time when you could diligently put in your hours and stay in the same job from graduation to retirement. But these days you have to be savvy to get ahead in business! Inside this handy, pocket-size hardcover, you will find:
- Five tricks for remembering names (the first time) and engaging people on a deeper level
- How to avoid burnout, savor vacation time, and love your work!
- What not to do during a conference call!
- How to be professional
- How to get a promotion and win that raise!
Recent grads and seasoned professionals alike will rely on this trusty little hardcover guide to the nuances of business etiquette that typically take 7 years to learn. With dozens of how-tos, lists, and charts, This Book Will Teach You Business Etiquette breaks down business insider secrets in an entertaining, informative, and encouraging manner. You'll be winning friends and influencing people in no time!
The Global Business Culture Guide is exactly that: a comprehensive guide designed to aide anyone doing business around the world, whether you're involved in global trade, working in an international project setting, employed by a multinational corporation, or otherwise dealing with foreign counterparts. The book explains fundamental aspects of global business interactions and discusses cultural influences on values, attitudes, expectations and practices. Most importantly, it gives country-specific advice on what to do, expect, and avoid in order to conduct business successfully in any of 50 countries around the world. Written by Lothar Katz, an international business coach and former corporate executive who worked with customers, suppliers, partners and employees, conducting negotiations and winning business in numerous countries around the world, and with contributing reviews from a large array of international business experts. The Global Business Culture Guide is a dependable reference.

Don't just see the sights—get to know the people. Germany powerhouse of Europe and pillar of the Eurozone feels reassuringly familiar. However, despite superficial appearances, this is a country that operates very differently from the USA and Britain. German history is more than a thousand years old and the relatively new German nation-state encompasses an astonishing variety of cultural and regional differences. German society is also in a state of flux, as people respond to immigration and a tough economic climate, and traditional attitudes such as formality and rigid protocol are softening as German business globalizes. Culture Smart! Germany sets out to show you how to be a good and sensitive guest. With chapters on core values and attitudes, and a practical business briefing, it is a valuable introduction to the German way of life. It tells you what treatment to expect, what pitfalls to avoid, and how to build rapport and credibility with this culturally rich and inventive people at the heart of Europe. Have a richer and more meaningful experience abroad through a better understanding of the local culture. Chapters on history, values, attitudes, and traditions will help you to better understand your hosts, while tips on etiquette and communicating will help you to navigate unfamiliar situations and avoid faux pas.

An ultimate guide to real-world manners by a respected etiquette coach incorporates guidelines that address the unique needs of today's world, including privacy, personal interaction with diverse cultures and using electronic devices during meals.

Guide to Good Manners

Cross-cultural Business Behavior

A Guide to International Communication and Customs

The Global Business Culture Guide

Latin America: What You Need to Know to Conduct Business Abroad With Charm And Savvy

Etiquette Guide to Japan

Cuba - Culture Smart!

The classic work that revolutionized the way business is conducted across cultures is conducted across cultures around the world.

The founder of The Plaza Hotel's Finishing Program, "the picture of grace," spills her insider tips on how to achieve an upper edge in your career (Vogue). Etiquette expert Myka Meier has coached thousands of business professionals and worked with internal human resources and hiring departments of some of the most successful Fortune 100 companies to learn what it takes to be the best in business. It may surprise you to learn that etiquette is what differentiates you from everyone else, and Business Etiquette Made Easy shows you how to put your best professional foot forward. Whether you're just entering the workforce or have been working for many years and want to revamp your image, Myka shares practical tips that are simple to incorporate into your everyday business life. Through easy-to-follow chapters, you'll learn how to: Master resumes and interviews at any level Dress like a polished professional like a great first impression Network like a pro Have superb business dining table manners And much, much more! Perfect for a recent college graduate as well as those looking

to climb the ladder in their respective jobs or industries, Business Etiquette Made Easy is an essential read for any working professional. Praise for Myka Meier "Meier isn't your grandmother's etiquette teacher." —Elle Decor "America's queen of good manners." —The Times Magazine "One of the most flawlessly presented and impeccably mannered women." —New York Post "The Queen of Etiquette." —Daily Mail

This is the first book to explain in detail why the Japanese think and behave as they do. In Japan: A Guide to Traditions, Customs and Etiquette veteran Japanologist Boye Lafayette De Mente unlocks the mysteries of Kata — the cultural forms that shape and define Japanese etiquette, character and world view. These forms are responsible for creating the unique traits and talents which distinguish the Japanese people. Kata governs virtually all interactions in Japan and remains the key to understanding Japanese customs, business etiquette and daily communication. In seventy short, clear essays ranging from "The Art of Bowing" and "Importance of the Apology" to "The Compulsion for Quality" and "Exchanging Name Cards," De Mente unravels the complexities of Japanese culture by exploring the origin, nature, use and influence of Kata in Japanese life. By virtually delving into Japanese history and the collective Japanese psyche, readers will experience the modern expressions of this ancient culture and specific way of thinking.

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Tips on Tipping

The Essential Guide to Business Etiquette

Your Multicultural Guide to Building Trust, Inspiring Respect, and Creating Long-Lasting Business Relationships

The Essential Guide to Professional Success

Know the Rules that Make the Difference!

A Guide to Protocol, Manners, and Culture in thePeople's Republic of China

Italy

A practical introduction to global etiquette and behavior standards for international travelers provides valuable information on such topics as Dress, Eating and Drinking, Greeting, Gifts and Tips, and Physicality, all organized by country for easy accessibility. Original.

There is growing concern over how we behave and interact online, from fighting, incivility, rudeness, and even criminal behaviors like cyberbullying, to simply adapting old forms of etiquette to a new landscape. This book, updated from an earlier resource, provides younger readers an introduction to this timely topic, a subject that they are both engaged in forming themselves as "digital natives," and one they also often require guidance in. It informs readers about the polite and productive use of social media networks and mobile platforms and discusses pressing issues of etiquette within families, among friends, and in educational settings.

Advice about the best ways to conduct bus. in Latin Amer. (LA). Shares the do's & don'ts of interacting with individuals in all the major countries of LA. Each chapter is devoted to a specific country & begins with a summary of statistics, followed by tips about what to do & when to do it, whether you are interacting with your client for the first time or the 10th time. Each chapter closes with tips for avoiding the most commonly-made faux pas. Topics: proper greetings & intro's.; attire; bus. card etiquette; gestures & public manners; entertaining/dining; gift-giving manners; greetings & intro's.; how decisions are made; meeting manners; punctuality; seating etiquette; tipping tips; toasting etiquette; what to do when you're invited to a home; & women in bus.

The theme of this new edition of Cross-Cultural Business Behavior is CHANGE. First of all, cultures change. In markets around the world, business behavior is constantly evolving, impelled by generational shifts, improvements in education, and (especially) increasing exposure to the world marketplace. That is why all of the book's 43 'Negotiator Profiles' have been thoroughly updated, with new cases and fresh examples added. In addition to the change in culture, international managers' challenges have changed too. For example, just a few years ago, participants at global management seminars around the world were mainly interested in how to communicate and negotiate with overseas partners. But, they now find that their toughest challenges are how to manage overseas subsidiaries, strategic alliances, and international partnerships. To reflect these new realities, the book's time-tested framework for understanding cross-cultural negotiating behavior has been expanded to include a wide variety of practical pointers on managing in today's global marketplace. This fifth edition is important for everyone involved with global management, whether student or manager, because cultures and business challenges do change. The book is an essential survival guide for doing business in cultures other than one's own.

Japan: A Guide to Traditions, Customs and Etiquette

Hints and Caveats for Doing Business in 50 Countries Around the World

A Country Guide to Cultural and Social Taboos and Etiquette : USA, Canada & Australia

Netiquette

A Complete Guide to Modern Manners

Behave Yourself!

Experts' Guide to International Protocolb

Authored by one of the world's leading cross-cultural experts.
* Invaluable for both business and leisure travelers.
* Comprehensive and practical coverage.

Farewell to faux pas! Minding your manners is an acquired skill, but what serves you well elsewhere could trip you up in Japan. Save yourself possible embarrassment with Etiquette Guide to Japan. An inside look at Japanese social graces, it answers all the questions of the thoughtful traveler. Extensive, specific information on Japanese business etiquette assists readers traveling to Japan for business. Although often overshadowed by a modern facade, long-standing traditional aspects of Japan's culture still influence the country and almost everyone in it. Concrete evidence of this traditional culture can be seen everywhere—in the ancient arts and crafts that are still important parts of everyday life, in the many shrines and temples that dot the nation, and in the modern comeback of traditional fashions such as kimono and yakata robes. To many Western visitors, however, the most obvious example of this traditional culture's strength is the unique etiquette of the Japanese. Like many nations, Japan has experienced vast political, social, and economic change over the past century. But enough of Japan's traditional etiquette remains to set the Japanese apart socially and psychologically, and to make success in socializing and doing business in Japan a special challenge for Westerners. About this new version: This updated and expanded edition of the best-selling Japanese etiquette guide addresses not just the puzzling protocols relating to name cards, bowing or shaking hands, bathrooms and public baths—but also what to do when entertaining Japanese dinner guests, attending a Japanese tea ceremony, taking the subway, and much more! It also provides the latest etiquette in mobile phone manners, texting, social media and other forms of digital communication. The glossary at the back of the book has been revised to include the latest technology-related words and expressions used by Japanese today. Two new chapters address the changing role of foreigners in the workplace and the contemporary business style and etiquette used by the younger generation of Japanese who are now increasingly cosmopolitan—but still very Japanese! The most in-depth guide available to the tipping culture of some of the world's most frequently visited countries.

From Toronto to Thailand--a comprehensive guide to mastering the customs and nuances of cross-cultural business communication.

The Essential Guide to Customs & Culture

Discover the Key to Making Successful Connections in the New Global Era

The Global Etiquette Guide to Asia

Germany - Culture Smart!

Do's and Don'ts Around the World

International Business Etiquette

Culture Clash in the European Single Market

Business, human, and cultural differences when doing business in 33 different European countries - including those in the newly-opened Eastern Bloc. This is a complete country-by-country guide for business travellers on customs, cultures and communication. It covers topics from manners and greetings to punctuality practices and business procedures in each different country. Previous business guidebooks have concentrated on the leading industrialised countries of Western Europe; this one offers well-organised complete and newly updated guidance to the smaller nations and those emerging from the former Soviet Bloc.

Everything You Need to Know for Business and Travel Success The Global Etiquette Guide to Asia
* Country to country protocols and customs
* International business musts and faux pas
* Dining, hosting, gift giving, and more
* Cross-cultural exploration The Global Etiquette Series Did you know:
* In Indonesia, you should always present your business card without hands?
* You might offend your Japanese hosts by refilling your own/occupant dinner or forgetting to refill theirs?
In today's high-stakes, highly charged international businessworld, you simply can't afford a misunderstanding, an ill-placed word, or a misinformed judgment. The Global EtiquetteGuide to Asia shows both business and leisure travelers how tounderstand, appreciate, and manage as well as maximize the benefitsof the myriad cultural differences that can exist between you andyour Asian business hosts. This fact-filled cultural guidebook provides detailed adviceon: Dining Drinking Speaking Eye contact Hailing a taxi Dress Negotiating Gift giving Conducting a meeting Tipping Holidays Dealing with authorities Just as customs vary greatly between Asia and the West, so do theyvary among the diverse nations of Asia. What is proper and expectedin Malaysia, for example, may be a deal-breaker in India. TheGlobal Etiquette Guide to Asia will familiarize you with thecustoms, habits, tastes, and mores of every key Asian nation. You'll be able to help you guarantee the mutual respect andacceptance that are vital for keeping every international businessrelationship agreeable, effective, and successful. Wiley's GlobalEtiquette Series provides the practical information you need totravel and conduct business in foreign countries and cultures. Eacheasy-to-navigate reference book is filled with helpful hints, do sand don'ts, and other rules of the road for travelers of all types.

Authored by one of the world's leading cross-cultural experts, Invaluable for both business and leisure travelers. Comprehensive and practical coverage. Ambassador Mary French uses her personal experience as a former Chief of Protocol to give us the most up-to-date and user-friendly guide to diplomatic protocol at the international, national, and state level. She includes meticulous instructions, in-depth diagrams and tables, a comprehensive table of contents, and a plethora of examples that make United States Protocol the perfect guide to any official event.

Access to Asia

Passport to Success: The Essential Guide to Business Culture and Customs in America's Largest Trading Partners

Culture Shock!

The Etiquette Book

European Business Customs and Manners

Higher Etiquette

Everything You Need to Know for Business and Travel Success

The Global Etiquette Guide to Africa and the Middle EastEverything You Need to Know for Business and Travel SuccessJohn Wiley & Sons

Emily Post has gone to pot. As we enter the dawn of a new "post-prohibition" era, the stigma surrounding cannabis use is fading, and the conversation about what it means to get high is changing. When it comes to being a respectful, thoughtful, and responsible consumer of pot, there is a lot you need to know. In Higher Etiquette, Lizzie Post--great-great granddaughter of Emily Post and co-president of America's most respected etiquette brand--explores and celebrates the wide world of legalized weed. Combining cannabis culture's long-established norms with the Emily Post Institute's tried-and-true principles, this book covers the social issues surrounding pot today, such as:
• How to bring it to a dinner party or give it as a gift
• Why eating it is different from inhaling it
• How to respectfully use it as a guest
• Why different strains affect you in different ways
• How to be behave at a dispensary
• How to tackle pot faux pas such as "cannoe'd" joints and "lawn-mowed" bowls This handy guide also provides a primer on the diverse array of cannabis products and methods of use, illuminating the many convenient and accessible options available to everyone from experienced users to newbies and the canna-curious. Informative, charming, and stylishly illustrated, this buzzyworthy book will make the ultimate lit addition to your stash.

"I wrote this book because I believe that there is a serious gap in what has been written and communicated about cross-cultural management and what people actually struggle with on the ground." —From the Introduction What does it mean to be a global worker and a true "citizen of the world" today? It goes beyond merely acknowledging cultural differences. In reality, it means you are able to adapt your behavior to conform to new cultural contexts without losing your authentic self in the process. Not only is this difficult, it's a frightening prospect for most people and something completely outside their comfort zone. But managing and communicating with people from other cultures is an essential skill today. Most of us collaborate with teams across borders and cultures on a regular basis, whether we spend our time in the office or out on the road. What's needed now is a critical new skill, something author Andy Molinsky calls global dexterity. In this book Molinsky offers the tools needed to simultaneously adapt behavior to new cultural contexts while staying authentic and grounded in your own natural style. Based on more than a decade of research, teaching, and consulting with managers and executives around the world, this book reveals an approach to adapting while feeling comfortable—an essential skill that enables you to switch behaviors and overcome the emotional and psychological challenges of doing so. From identifying and overcoming challenges to integrating what you learn into your everyday environment, Molinsky provides a guidebook—and mentoring—to raise your confidence and your profile. Practical, engaging, and refreshing. Global Dexterity will help you reach across cultures—and succeed in today's global business environment.

Create meaningful relationships that translate to better business
Access to Asia presents a deeply insightful framework for today's global business leaders and managers, whether traveling from Toronto to Taipei, Baltimore to Bangalore, or San Francisco to Shanghai. Drawing from her extensive experience and global connections, author Sharon Schweitzer suggests that irrespective of their industry, everyone is essentially in the relationship business. Within Asia, building trust and inspiring respect are vital steps in developing business relationships that transcend basic contractual obligations. Readers will find in-the-trenches advice and stories from 80 regional experts in 10 countries, including China, Hong Kong, India, Japan, and Korea. Discover the unique eight-question framework that provides rich interview material and insight from respected cultural experts Track cultural progress over time and highlight areas in need of improvement with the Self-Awareness Profile Learn the little-known facts, reports, and resources that help establish and strengthen Asian business relationships Effective cross-cultural communication is mandatory for today's successful global business leaders. For companies and individuals looking to engage more successfully with their counterparts in Asia, Access to Asia showcases the critical people skills that drive global business success.

How to Adapt Your Behavior Across Cultures without Losing Yourself in the Process

The Guide to Official Diplomatic Etiquette

A Guide to the World of Cannabis, from Dispensaries to Dinner Parties

Chinese Business Etiquette

A Global Guide to Gratuity Etiquette

The Insider's Guide to Workplace Courtesy and Customs

Business Etiquette Made Easy

"Roger Axtell is an internationalist Emily Post." --The New Yorker International business and leisure travel etiquette expert Roger Axtell's bestselling Do's and Taboos books have helped hundreds of thousands of business travelers and tourists avoid the missteps and misunderstandings the world traveler can encounter. In Essential Do's and Taboos, Axtell shares the wisdom he has compiled over a lifetime of international experience. Whether you need to know the best time of year to set up a business meeting in Germany or why the O.K. sign is not O.K. in Brazil, you'll find practical, fascinating, culture-savvy, up-to-date advice to help you steer clear of faux pas and face the world with confidence. Essential Do's and Taboos features:
• Information on customs, protocol, etiquette, hand gestures, and body language
• Fresh advice regarding Internet business and communication options
• Country-specific chapters on eleven popular locations—from old favorites like England, France, Japan, and Germany to hot tourist destinations and emerging economies like India, China, Russia, and Mexico
• Guidance on hosting international visitors
• Important tips on using English around the world
• Special do's and taboos for women traveling abroad

Two best-selling authors and etiquette experts show why manners count in the business world and how to use social skills to get ahead.

On the one hand, nobody wants to be a dick. On the other hand, dicks are everywhere! They cut in line, talk behind our backs, recline into our seats, and even have the power to morph into trolls online. Their powers are impressive, but with a little foresight and thoughtfulness, we can take a stand against dickishness today. How Not to Be a Dick is packed with honest and straightforward advice, but it also includes playful illustrations showing two well-meaning (but not always well behaved) young people as they confront moments of potential dickishness in their everyday lives. Sometimes they falter, sometimes they triumph, but they always seek to find a better way. And with their help, you can too.

From Precious Parents to Precious Kids

The Complete Guide to International Business and Leisure Travel

Know the rules that make the difference!

The Essential Guide to International Etiquette

The Essential Guide to Business Culture and Customs in America's Largest Trading Partners

Global Business Etiquette

Etiquette Guide to Korea

This book provides the invaluable intercultural knowledge to help you make a deal, sell your product, or find a joint venture, no matter where your business takes you.

United States Protocol

The Global Etiquette Guide to Africa and the Middle East

Kata as the Key to Understanding the Japanese

When Cultures Collide, Third Edition

A Guide for Global Management

The Complete Idiot's Guide to Business Etiquette

How Not to Be a Dick