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**Título:** Professional Networking For Dummies

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**Sinopsis**

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Professional Networking For Dummies explaine the essential techniques of networking to get you meeting and greeting in no time. This is the book to help you get into the networking mindset and avoid such self-defeating traps as expecting immediate returns or turning off new potential colleagues. The content includes information on making small talk, discovering where to meet new contacts, overcoming inhibitions and shyness, and getting into lifelong, career-building networking habits. Plus, you'll find special information on networking tools and technology, such as networking clubs, using voice and e-mail, Internet networking, and more.