

C O N T E N T S

	PAGE
ACKNOWLEDGEMENT	I-5
FOREWORD	I-7
PREFACE	I-9
1. Believe in Yourself	1
2. Sense of Dressing	5
3. Building Blocks to Success	13
4. Developing a Pleasing Personality	18
5. Time Management	30
6. Building Bonds - Just Three Words	39
7. Communication Skills : The Weak Spot	42
8. Etiquette and Manners	69
9. Presentation Skills	80
10. Resume Writing	91
11. Making Positive Attitude a Way of Life	111
12. Group Discussion, Aptitude & Reasoning Test	120
13. Facing an Interview	131
14. Boss Management - Difficult Boss can be Handled with Ease!	148
15. Facing Ethical Challenges	161
16. Success - (Winning Strategies)	172