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# Books Authored by Joel Garfinkle



# GETTING AHEAD - Apply PVI Model for Career Advancement

#### **How to Manage Up**

What is "managing up" and why is it so important? Managing up means establishing and maintaining a positive and productive relationship with your manager so that your manager's needs are met and you get what you need from your manager.

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## LESSONS FROM LEADERS - In-depth Profiles

# Famous Comedian Steve Martin Shares Three Insights On

#### **Success**

During his stand-up comedy career, Steve Martin was the comedic equivalent of Bono from U2. Martin shares how he spent 10 years honing his craft before becoming a "success," and what he learned through the ups and downs of his famous career.

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## CAREER CENTRAL - Tips for Career Changers

### 10 Things to Do After the Job Interview

In today's hypercompetitive job market, effective follow-up after the interview is a must and failing to do it well might cause you to lose out to another candidate. Here's what every candidate should do after the interview.

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# **Motivated Minute**

Quotes to Inspire



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'Management is about arranging and telling. Leadership is about nurturing and enhancing.'

~ Tom Peters

"Management is efficiency in climbing the ladder of success; leadership determines whether the ladder is leaning against the right wall."

~ Stephen Covey

"Never give an order that can't be obeyed.

~ General Douglas MacArthur

### Coaching Corner Joel's Words of Wisdom

10 Presentations to Recognize & Retain

Your Employees



Recently, when companies were asked if they thought employee aptitude or attitude was most critical for success, they chose attitude. When you reward employees with interesting presentations, you will enhance workplace attitudes and keep your key people happy.

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Hire a Speaker »

#### **Executive Coaching**

Garfinkle Executive Coaching provides individualized, customized coaching to help you move to higher levels of leadership by creating impact, exercising influence, boosting visibility and achieving significant victories on key projects.

Hire an **Executive Coach** »

#### **Career Coaching**

You spend one-third of your life at work, so you deserve to feel fulfilled by it. Joel's unique 7-Step Dream Job Process focuses first and foremost on helping you find the perfect job that aligns with your passions and natural talents.

Hire a Career Coach »

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This proven 9-step program provides unique, personalized services to displaced workers. Whether you are a manager on your first job or a seasoned, high-level executive, you will receive intensive one-on-one attention and support to help you move quickly and successfully through the job search process.

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