



The Office Survival Guide

Marilyn Puder-York

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Diffuse conflict, avoid negativity, and create a productive workplace

In *The Office Survival Guide*, clinical psychologist and executive coach Marilyn Puder-York offers practical solutions to the common problems that can ruin a career or simply make office life miserable. This book includes examples from real-life offices that you can adapt to your situation, and shows you how to "manage up" to problematic supervisors, "manage down" to difficult subordinates, and "manage across" to troublesome peers. In no time at all, you'll be better able to deal with

* Office politics * Crisis-management situations * Passive-aggressive colleagues * Corporate restructures * Mixed signals from superiors * New technologies in the office

"Every employee wants to know what are the secrets to getting ahead. Marilyn Puder-York nails it with practical, how-to tips, ideas and solutions. This should be a MUST read whether you are 26 or 46."-- Cathleen Black, president of Hearst Magazines

"A real find!! Sound and powerful advice for surviving office difficulties."--Maggie Gagliardi, Senior Vice President, Human Resources American Express Company

"Marilyn Puder-York has made an extremely positive impact on our ability to retain talented people in our organization."--Douglas Stern, President/CEO, United Media



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Amy Zambrano:

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