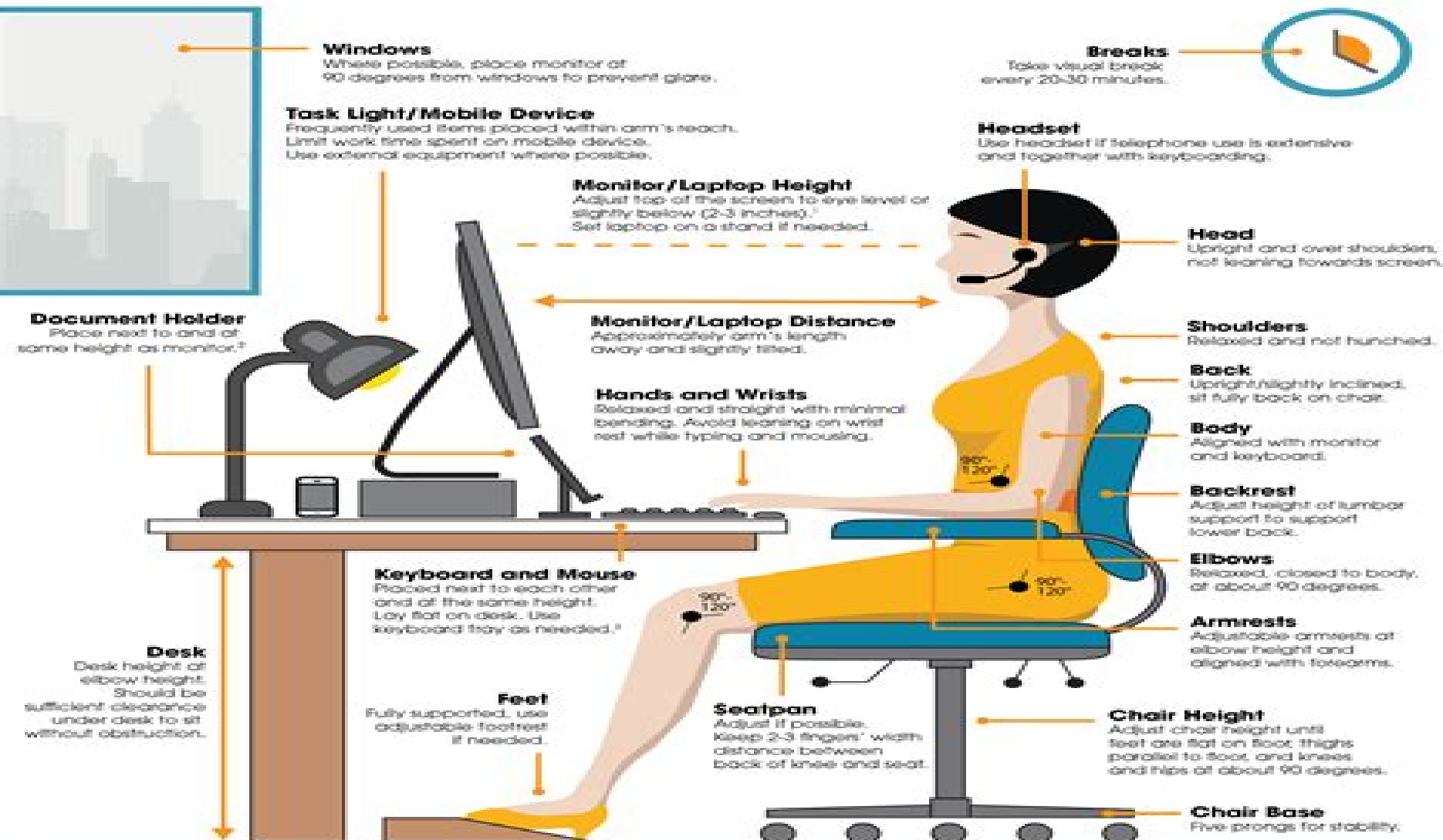


# How To Set Up Your Office Workstation



# Managing People At Work Desk Guide

**JR Anderson**



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who is a clinical pathologist and a management expert offers tips on improving communication skills sending positive physical and verbal signals dealing with negative emotions hiring and training new employees coaching to prevent personnel problems gaining self esteem developing assertiveness motivating others and reducing stress Employees as well as supervisors can benefit from the sections devoted to sexual harassment dissatisfied customers employee infighting and burnout

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