Contents

	Preface	9
1.	Power, Politics and Work	11
2.	The Art of Self-Management	23
3.	Managing People	42
4.	The Hiring and Firing Responsibility	70
5.	Lowering the Drawbridge	84
6.	The Challenge of Change	93
7.	Subordinates and Bosses	107
8.	Down and Out	116
9.	You Win Some, You Lose Some	128
10.	Romance in the Workplace	137
11.	At the Crossroads	146
12.	Staying On	156
13.	Ethics and Human Values	171
14.	Taking People at Face Value	193
l5.	Discretion and Tact	202
16.	Courtesy and Grace	222
17.	Cooperation and Networking	235
18.	The CEO	242
9.	Towards a Second Career	256
	About the Author	273