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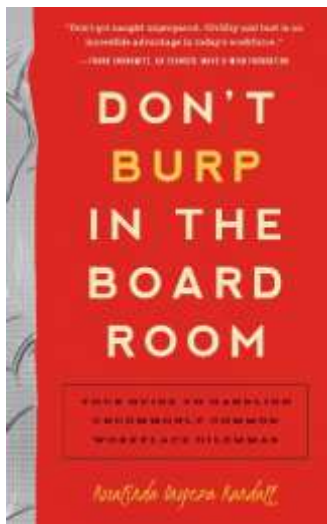
“Don't get caught unprepared. Knowing how to conduct yourself with civility and tact is an incredible advantage in today's workforce. Don't Burp in the Boardroom is a must-read for college grads as well as the long-time employee!”

--**Frank Shankwitz**, Retired Arizona Department of Public Safety Detective and Founder of the Make-A-Wish Foundation.

Don't Burp in the Boardroom is the must-read manual of the century! ...takes a fascinating look at daily etiquette; it is on my short list of recommended books.”

--**Stanley Roberts**, Creator and Producer of award-winning “People Behaving Badly” KRON 4 TV San Francisco

DON'T BURP IN THE BOARDROOM: **Your Guide to Handling Uncommonly Common Workplace Dilemmas** **By Rosalinda Oropeza Randall**



We all want to conform to the times and make the workplace an enjoyable, more relaxed environment, but how do we know when we've crossed the line into bad behavior?

Sassy, funny, blunt, and definitely not sugar coated, *Don't Burp in the Boardroom* examines behavior in the workplace, from the warehouse to the top floor. While the outerwear may be different, the dilemmas from cubicle to corner office are the same. Rosalinda Randall delves into common predicaments like food, the break room, social media and electronics, office romances, or how to make a good impression when you're new on the job. She also delves into the uncommonly common like catching your boss in an unfortunate position, dealing with a superstitious coworker and how to avoid that one co-worker who always wants a hug.

In today's modern, fast-paced, crazy lifestyle we think we don't have time for civility and consideration. Some people believe that it is outdated, irrelevant, or even a sign of weakness.

Don't Burp in the Boardroom talks about civility, tact, consideration, humor and humility. How is this book different? Rosalinda offers options—not a bunch of rules! She puts the *civil* back in civility.

In the book, Rosalinda addresses the basics as well as uncommon dilemmas:

- 5 keys to the handshake that show you're confident and capable
- How to ace telephone and virtual interviews
- 62 tips to build a sparkling professional reputation
- Awkward coworker moments; public flossing, bathroom chit-chat, confronting criticism
- Working with an ex-con
- How to deal with attraction in the workplace and more

Rosalinda Randall is a modern-day pundit on tact and civility. By lending personality and humor to an age-old and sometimes boring topic, Rosalinda has been successfully improving workplace environments and relationships by spreading civility and sharing enthusiastic and insightful advice through presentations for more than 15 years.

Rosalinda has written for and served as a source for *Business Insider*, *American Business Journals*, *Small Biz Technology*, *Smart Hustle Magazine*, *Business News Daily*, *Fast Company*, *Great Leadership*, *Her Agenda* and *Ser Padres* (Spanish version of "Parents Mag") on a variety of topics. She's also been a guest on a variety of radio and television across the country.

One of her favorite missions is helping at-risk juveniles and formerly incarcerated women at a local non-profit organization regain skills for the workplace. When she's not speaking to business audiences or college students, she enjoys taking improv classes, Tai Chi, and dancing. Rosalinda lives in Northern California.

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Don't Burp in the Board Room by Rosalinda Oropeza Randall

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