

Human Relations

Interpersonal, Job-Oriented Skills

Fourth Canadian Edition



Andrew J. DuBrin | Terri Geerinck

Human Relations Interpersonal Job Oriented Skills

Lei Shi



Human Relations Interpersonal Job Oriented Skills:

Human Relations Andrew J. DuBrin, 2004 For courses in Human Relations and Interpersonal Skills Good work habits time management computer skills and ethics are just a few of the competencies students will find essential in a variety of future jobs Designed to help students enhance their interpersonal skills in the workplace this text is a blend of current and traditional interpersonal topics with a strong emphasis on skill development and self assessment Basic concepts are introduced to enhance understanding of key topics then skill building suggestions exercises and cases are presented that are crafted to improve the interpersonal skills related to each topic This text offers a more personal and job oriented and less managerial approach than others on the subject

Human Relations Andrew J. DuBrin, 2014-01-15 For undergraduate courses in Human Relations Applied Psychology Human Relations in the Workplace Career Development also appropriate for a course in Interpersonal Skills Training Accomplished author and national speaker Andrew J DuBrin brings his expertise of Human Relations and Business Psychology to this exciting Twelfth edition Focusing on today s work environment the book takes a two pronged approach that improves interpersonal skills by first presenting basic concepts and then by featuring a heavy component of skill development and self assessment Human Relations Job Oriented Skills 12e is not just a textbook The twelfth edition includes a wealth of experiential exercises including new cases and self assessment quizzes that can be completed in class or as homework This program will provide a better teaching and learning experience for you and your students Here s how Relate Concepts to What s Happening Today Personally and in the Workplace Give students hands on ways to develop practical human relations skills and stay involved in class Reinforce Concepts and Build Skills Proven pedagogy exercise sets and end of chapter material are all geared towards ensuring students grasp the concepts Keep your Course Current and Relevant New examples research findings and examples appear throughout the text Twelve of the case openers and twenty four cases are new

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