



Teamwork Skills (Career Skills Library)

By -

Ferguson Pub Co (Il), 2009. Gebundene Ausgabe. Book Condition: Neu. Neu new item; well packed; Neuware; Rechnung mit MwSt.; Bestellungen bis 15 Uhr werden am gleichen Werktag verschickt. The ability to work well with others is an absolute necessity in most workplaces, and Teamwork Skills, Third Edition is a useful guide to developing these fundamental skills. Teams have become the basic unit of productivity in today's businesses. With that in mind, this new book helps students understand the need for teams and how to achieve and encourage healthy team dynamics. Topics covered include developing people skills, effectively setting goals and negotiating, appreciating diversity among team members, and resolving team conflicts. New to this edition are true-or-false quizzes in every chapter as well as a new appendix of helpful Web sites.; - The ability to work well with others is an absolute necessity in most workplaces, and Teamwork Skills, Third Edition is a useful guide to developing these fundamental skills. Teams have become the basic unit of productivity in today's businesses. With that in mind, this new book helps students understand the need for teams and how to achieve and encourage healthy team dynamics. Topics covered include developing people skills, effectively setting...



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