

Suzanne C. de Janasz

Karen O. Dowd

Beth Z. Schneider

# INTERPERSONAL SKILLS in Organizations



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SEVENTH EDITION

# Interpersonal Skills In Organizations Paperback

**J Spring**



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powerhouse of student learning **EBOOK Interpersonal Skills in Organisations** Suzanne de Janasz, Joanna Crossman, Nadine Campbell, Mary Power, Karen Dowd, Beth Schneider, 2014-03-24 *Interpersonal Skills in Organisations* is a student focussed text which explores intrapersonal interpersonal and team skills through Australian New Zealand and Asian examples Understanding Yourself Whether preparing to enter a new job or needing to develop team skills *Interpersonal Skills in Organisations* offers students exercises and activities that emphasise business manager situations and work groups while incorporating theory with practical examples Understanding Others *Interpersonal Skills in Organisations* takes a fresh thoughtful look at the key skills necessary for personal and managerial success in today's workplace This book is filled with a variety of exercises cases and group activities which employ an experiential approach suitable to students at all levels Understanding Teams Chapters on Coaching and Providing Feedback for Improved Performance and Making Decisions and Solving Problems creatively help students put concepts into a real world perspective Understanding Leading The important skills of individual and team empowerment are explored in Chapter 18 on leadership and self leadership Students are guided through the process of effective delegation giving an insight into the skills needed to lead a modern business

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and online activities it is the ideal choice for instructors who want to employ an experiential and hands on approach to help students develop key skills as well as an understanding of theory The book is organised into four distinct sections Understanding Yourself Understanding Others Understanding Teams and Leading that can be used collectively or modularly Understanding Yourself Whether preparing to enter a new job or needing to develop team skills Interpersonal Skills in Organisations offers students exercises and activities that emphasise business manager situations and work groups while incorporating theory with practical examples Understanding Others Interpersonal Skills in Organisations takes a fresh thoughtful look at the key skills necessary for personal and managerial success in today s workplace This book is filled with a variety of exercises cases and group activities which employ an experiential approach suitable to students at all levels Understanding Teams Chapters on Coaching and Providing Feedback for Improved Performance and Making Decisions and Solving Problems creatively help students put concepts into a real world perspective Understanding Leading The important skills of individual and team empowerment are explored in Chapter 18 on leadership and self leadership Students are guided through the process of effective delegation giving an insight into the skills needed to lead a modern business successfully

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