



Professionalism: Skills for Workplace Success, Student Value Edition Plus New Mystudentsuccesslab -- Access Card Package (Paperback)

By Lydia E Anderson, Sandra B Bolt

Pearson, United States, 2015. Paperback. Book Condition: New. 4th. 274 x 208 mm. Language: English . Brand New Book. NOTE: Before purchasing, check with your instructor to ensure you select the correct ISBN. Several versions of Pearson s MyLab products exist for each title, and registrations are not transferable. To register for and use Pearson s MyLab products, you may also need a Course ID, which your instructor will provide. Used books, rentals, and purchases made outside of PearsonIf purchasing or renting from companies other than Pearson, the access codes for Pearson s MyLab products may not be included, may be incorrect, or may be previously redeemed. Check with the seller before completing your purchase. Blends resume/job search topics with expected workplace relations, including in-demand soft skills Professionalism, 4/E prepares students for their first professional job, providing career planning tools, expected behaviors, and soft skills essential for career success. Ample exercises and activities help students immediately apply concepts and materials for transitioning from the classroom to a work environment. Three pillars for professional success--life planning, workplace skills, and career planning--are emphasized throughout. Students learn to connect personal, professional, and financial goals and understand how these goals ultimately contribute to career...

Reviews

This pdf is really gripping and fascinating. It is actually full of knowledge and wisdom I am just delighted to tell you that this is the very best pdf i have got study during my very own daily life and might be he finest pdf for actually.

-- Ms. Althea Kassulke DDS

Definitely among the best publication We have possibly read through. I really could comprehended everything using this published e ebook. Its been written in an exceedingly straightforward way and it is simply after i finished reading through this ebook through which basically altered me, change the way i believe.

-- Mr. Malachi Block