



Human Relations: Personal and Professional Development, with CD

By David A. DeCenzo, Beth Silhanek



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An accessible book that provides the reader with a basic framework for understanding how interactions at the workplace will affect them, the issues they'll face, and what they should do to be effective in their interactions with others in any organizational setting. Human relations at work from the employee's perspective. Self-assessment. Developing interpersonal skills. For professionals interested in assessing their own human relations profile and developing the skills necessary to deal with the everyday situations that arise in today's workplace.

From the Publisher: Using a learn-by-doing approach, this text provides students with a basic framework for understanding how interactions at work will affect them, the issues they'll face, and what they should do to be effective in their interactions with others in any organizational setting. Skills-focused and performance-based, it offers students an abundance of opportunities to construct -- and assess -- their own human relations profile and to develop a repertoire of specific skills and competencies.



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