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## Workplace Skills: Student Book: Book 2 from Dtr Inc. s Work Readiness Certification Series; For the Second Edition of Workplace Skills (Paperback)

By Jay Goldberg

Createspace, United States, 2015. Paperback. Book Condition: New. Student. 229 x 152 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.This is the classroom book (no answers to the exercises, no chapter reviews) for Workplace Skills, the second book in Jay Goldberg s work readiness and customer service training program. The instructor should own a copy of Workplace Skills before their students purchase (or are provided with) a copy of this book. Workplace Skills can be purchased at online bookstores or at the book s web page // Workplace Skills ISBN is 9781481826938. This book covers topics that help employees add value to their existing jobs and, therefore, provide them with skills that can lead to raises and promotions. The topics in this book include: time management, creative thinking, problem-solving skills, report generation, ethics, task completion, using procedure manuals, importance of continuing education, and more. In order to accomplish these skills, the proper use of reading, writing, and mathematics is explored since the way most were taught these topics in school does not apply in the workplace.



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