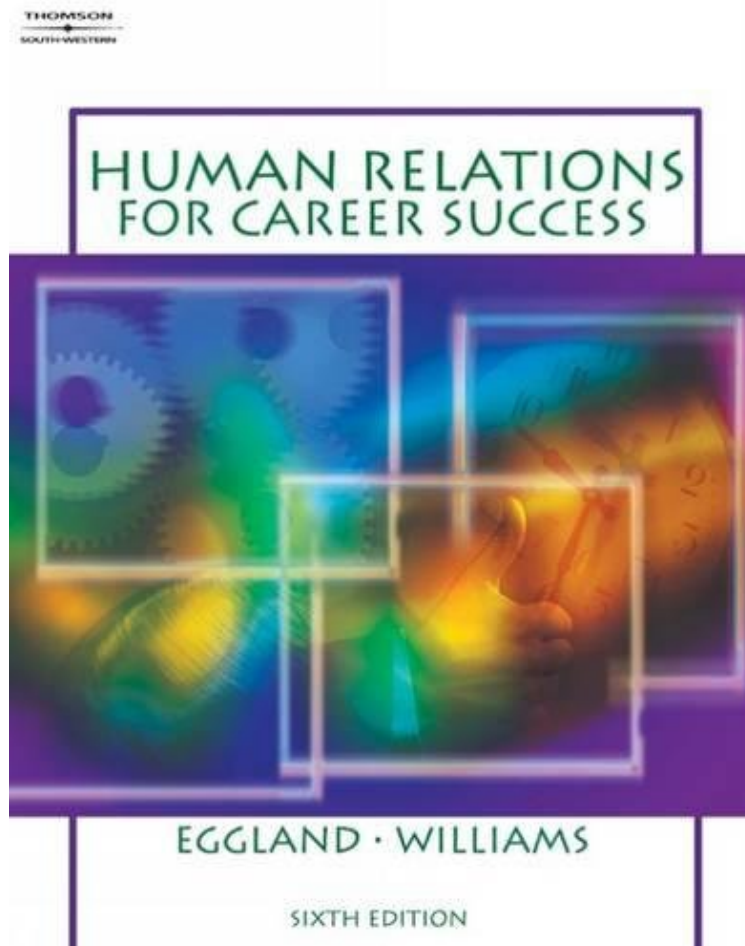


Human Relations for Career Success (Title 1)

Steven A. Egglund, John W. Williams
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This text-workbook will be designed to help students increase their self-awareness and self-esteem and learn how to get along better with others in the workplace environment. Development of three foundational skill areas will be highlighted(a) basic communication skills, (b) thinking skills, and (c) personal qualities such as responsibility, self-esteem, self-management and integrity.

1. Understanding Human Relations 2. Customer Focus 3. Teamwork 4. Organizational Effectiveness 5. Interpersonal Communication 6. Self-Development 7. Becoming a High Achiever

About the Author Steven A. Egglund is currently a Professor and Chair of the Department of Vocational and Adult Education in Teachers College at the University of Nebraska. He has taught a variety of general business courses and has a special interest in marketing education. Dr. Williams has taught at the high school, community college, and four year college level and is currently a trainer for US West Communications in Lakewood, Colorado.