



Human Relations Is Your Business

By Jim Wilhelm

Cognella Academic Publishing, United States, 2015. Paperback. Book Condition: New. 254 x 203 mm. Language: English . Brand New Book ***** Print on Demand *****. A well-rounded text based on the Total Person approach, Human Relations IS Your Business addresses basic concepts in the area of human relations with the added benefit of including skills that encourage and enhance positive relationships. Students learn the skills they need to handle a wide range of human relations problems and issues. Topics include cultivating self-awareness and self-disclosure, building self-esteem and positive attitudes, and improving communication skills. In addition, the book teaches students motivation and conflict resolution strategies, team building, and methods for developing emotional control. Human Relations IS Your Business makes human relations topics relevant to real-world, daily life by including information on the value of customer service, suggestions for the interviewing process, and tips for organizing effective meetings. Each chapter includes review questions and application exercises. The book concludes with self-assessment activities that focus on main concepts from each chapter and are designed to support students in implementing what they have learned. Relatable and practical, Human Relations IS Your Business is well suited to business courses in management, leadership, and human resources....



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