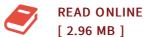




The Manager's Pocket Guide to Diversity Management

By Edward Hubbard

HRD Press Inc., U.S. Paperback. Book Condition: new. BRAND NEW, The Manager's Pocket Guide to Diversity Management, Edward Hubbard, This pocket guide will teach you the skills required to effectively manage a diverse workplace; not because it's the 'right thing to do' or your organization requires it. But because it is good for business. Gain diversity awareness, tools, knowledge and techniques necessary to lift morale, improve processes, bring access to new segments of the marketplace, enhance productivity and improve your bottom line. Step-bystep, this interactive workbook will help you: Test your skills in managing diversity; Save management time; Navigate difficult situations Build teamwork; Improve your interpersonal effectivene. Complete the 'Managing Diversity Profile' to examine your current level of skill and get feedback on six key competencies for managing diversity. The book also contains workplace applications for weaving diversity into recruitment and selection, employee retention and development, team building, customer service, market share improvement throughout your organization. Topics include: Differences between EEO, Affirmative Action and managing diversity Barriers to diversity: Prejudice, stereotyping, discrimination and non-verbal communication; Diversity and organizational change; Working together productively; Management action plan. Whether you're ready to launch a new diversity initiative, build a diverse work team or plan...



Reviews

Absolutely essential read publication. it absolutely was writtern very completely and valuable. It is extremely difficult to leave it before concluding, once you begin to read the book.

-- Sarai Lebsack

Thorough guide for book enthusiasts. I am quite late in start reading this one, but better then never. Your lifestyle span will be transform when you total reading this article book.

-- Lindsey Larson