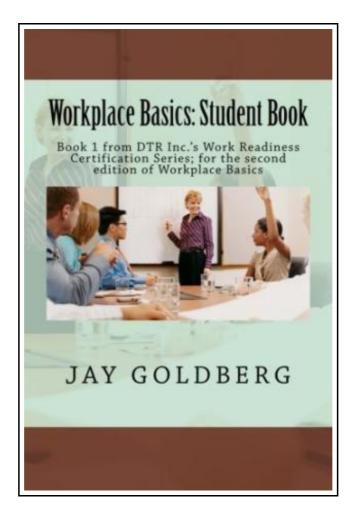
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Createspace, United States, 2015. Paperback. Book Condition: New. Student. 229 x 152 mm. Language: English. Brand New Book ***** Print on Demand *****. This is the classroom book (no answers to the exercises, no chapter reviews) for Workplace Basics, the first book in Jay Goldberg s work readiness and customer service training program. The instructor should own a copy of Workplace Basics before their students purchase (or are provided with) a copy of this book. Workplace Basics can be purchased at online bookstores or at the book s web page // Workplace Basic s ISBN is 9781481207720. This book starts by explaining the profit motive of businesses and the relationship between profits and job security and employee compensation. After this introduction, other topics include: absenteeism, tardiness, use of sick days, proper grooming, safety in the workplace, how life style and habits away from work impacts work, avoiding harassment and discrimination at work, dating in the workplace, being dependable, being responsible, the difference between raises and promotions, and more.

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