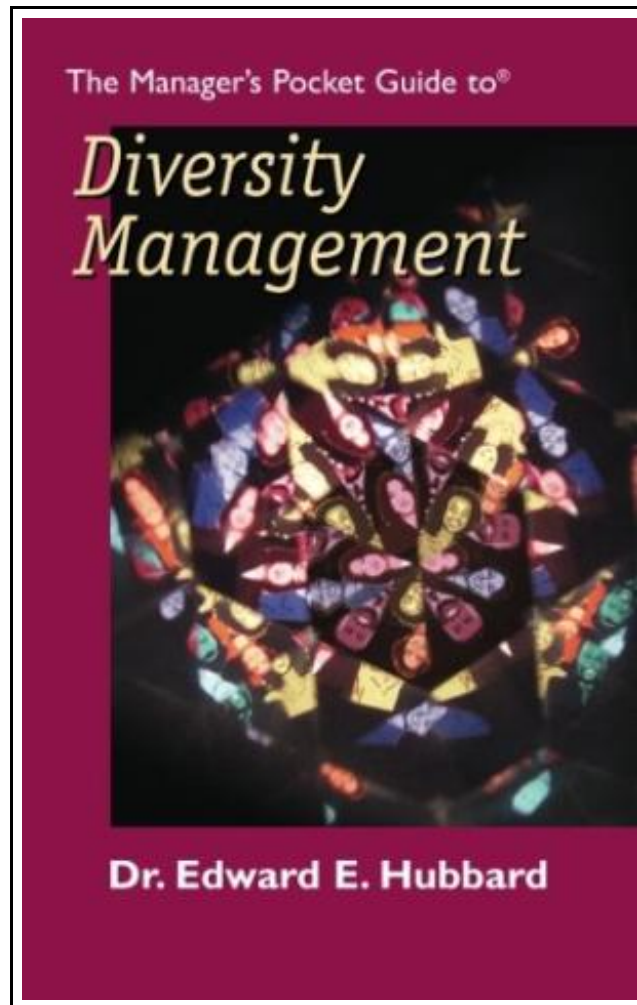


The Manager's Pocket Guide to Diversity Management



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(Ms. Ora Buckridge)

THE MANAGER'S POCKET GUIDE TO DIVERSITY MANAGEMENT



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-by-step, this interactive workbook will help you: Test your skills in managing diversity; Save management time; Navigate difficult situations Build teamwork; Improve your interpersonal effectiveness. 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 a new and innovative product launch, this pocket guide will be an invaluable tool for developing managers and leaders.



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