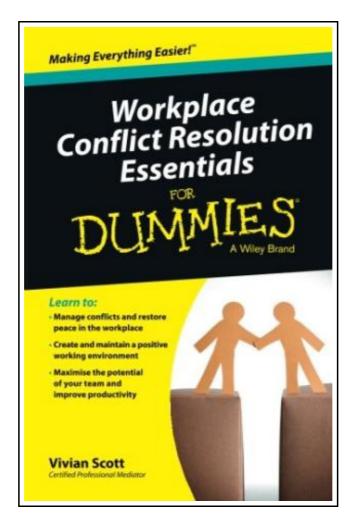
Workplace Conflict Resolution Essentials For Dummies



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John Wiley Sons Australia Ltd, Australia, 2015. Paperback. Book Condition: New. Australian New Zealand ed. 208 x 140 mm. Language: English . Brand New Book. Resolving conflict in the workplace? No problem! Working your way through a conflict in the office can present unexpected challenges, but there s no need to feel unprepared? Workplace Conflict Resolution Essentials For Dummies has you covered! In the book, you ll find practical, expert guidance on various approaches to negotiating and mediating a successful resolution for you and your team. You ll get coverage of negotiation techniques, mediation methods and solutions for managers and employees dealing with workplace conflict, and tons of tips on building and maintaining successful teams to work through existing conflicts and help avoid future disturbances. Encouraging colleagues to work together toward a common goal is an essential skill that all successful business professionals must possess. Rather than resorting to arguments, surrendering, running away or filing a complaint, this resource shows you how to address uncomfortable conflict in the workplace head-on, giving you the tools and advice you need to restore peace, prevent conflicts from ever starting in the first place, and maintain better productivity while boosting morale. * Offers clear instruction for addressing conflicts, resolving disputes and restoring peace and productivity to the workplace * Helps you find a solution and explore positive means for resolving conflicts * Illustrates how working through problems within your team makes the workplace the positive environment it should be * Provides guidance on developing the key negotiation and mediation skills you need to create a harmonious workplace Whether you re new to managing professionals, working your way up the corporate ladder or just want to brush up on your knowledge base, Workplace Conflict Resolution Essentials For Dummies has everything you need to ensure...



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