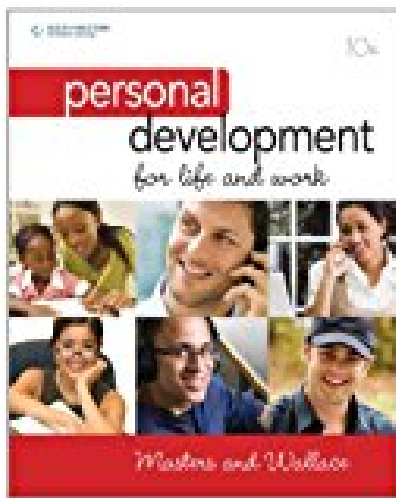


# Bundle Personal Development for Life and Work 10th + Career & College Success CourseMate with eBook Access Code

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## BOOK DETAILS

- Author : Ann Masters
- Pages : Pages
- Publisher : Cengage Learning
- Language : English
- ISBN : 1111698783

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## **BOOK SYNOPSIS**

Personal Development for Life and Work 10e is an easy-to-read and easy-to-use practical text focused on helping students better understand themselves, discover their potential, and prepare for successful employment. Chapter topics are all about gaining self-awareness, developing soft skills and strong communication skills, and adopting professional workplace attitudes and skills to succeed in the workplace. The text is divided into four parts: 1) Its All About You; 2) Its All About Communicating; 3) Its All About Working with Others; 4) Its All About Workplace Success. Chapters are arranged in short sections that include self-assessments, case studies, and activities that are appropriate for both business and personal situations. Topics keep the readers attention; coverage is thorough without being overwhelming. End-of-chapter features includes Points to Remember, Key Terms, Bookmark It, Activities, and Case Studies. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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