

WORKPLACE COMMUNICATIONS

THE BASICS

SIXTH EDITION



GEORGE J. SEARLES

Workplace Communications The Basics 6th Edition

Alan Jay Zaremba



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Trends and Issues in Interdisciplinary Behavior and Social Science Ford Lumban Gaol, Fonny Hutagalung, Chew Fong Peng, Zulkifli Isa, A.R. Rushdan, 2017-08-07 Trends and Issues in Interdisciplinary Behavior and Social Science contains papers presented at the 5th International Congress on Interdisciplinary Behavior and Social Science 2016 ICIBSoS 2016 held 5 6 November 2016 in Jogjakarta Indonesia The 24 papers cover every discipline in all fields of social science discussing many current trends and issues 21st century society is facing especially in Southeast Asia The topics include literature family culture studies behavior studies psychology and human development religion and values social issues such as urban poverty and juvenile crisis driving behavior well being of women career women career performance happiness social adjustment quality of life among patients job stress and religious coping etc The issues are discussed using scientific quantitative or qualitative methods from different academic viewpoints

Communication in Everyday Life Steve Duck, David T. McMahan, 2019-12-10 Communication in Everyday Life The Basic Course Edition With Public Speaking offers an engaging look at the inseparable connection between relationships and communication Best selling authors Steve Duck and David T McMahan expertly combine theory and application to introduce students to communication fundamentals The book provides a strong foundation in communication concepts theory and research while helping readers master practical communication skills such as listening and critical

thinking using technology to communicate understanding nonverbal communication creative persuasive strategies and managing group conflict The Third Edition includes enhancements to its proven pedagogical features that reflect updates in research cultural and societal changes and emerging issues **Creating a Mentoring Program** Annabelle Reitman,Sylvia Ramirez Benatti,2014-04-21 Engage your employees with a mentoring program that spans across the generations With a workforce full of varying degrees of experience the focus is often on the challenges of balancing a multigenerational staff But what can be overlooked is what these generations can learn from each other Senior members in organizations have expressed that they continually want to learn and not only teach These findings lead Reitman and Benatti to create the Mentoring Partnership Model which is a way for new and seasoned employees to partner and learn from each other This book is a two part presentation of how to implement this model into your organization a facilitator s handbook outlining the process and a participant s workbook complete with worksheets and templates Use the Mentoring Partnership Model to pass on knowledge and retain and engage employees Covers the characteristics of an effective mentor and why mentoring works Offers step by step instructions of each stage of the program Includes the worksheets evaluation forms and checklists to use in your program About the Companion Workbook Creating a Mentoring Program Partner s Workbook features worksheets exercises and evaluations developed specifically for Mentoring Partnerships Program participants The digital workbook is customized to enable participants to complete save update and print forms as they progress through the program

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