

Andrew Dubrin Human Relations 3rd Edition

Note: To purchase the Interactive eText, please search for ISBN 10: 0133547965 / ISBN 13: 9780133547962. The fourth Canadian edition of Human Relations: Interpersonal, Job-Oriented Skills by Andrew J. DuBryn and Terri Geerinck helps readers improve their personal skills in the workplace. By improving interpersonal skills, a person has a better chance of capitalizing upon his or her other skills, and two primary approaches are used in this text to achieve this lofty goal: an emphasis on the basic concepts to enhance understand of key topics in interpersonal relations in organizations, and skill-building suggestions, exercises, and cases to improve interpersonal skills through practice.

Possessing a positive self-attitude, being self-confident, and having high self-esteem are worthwhile attributes in both work and personal life; some take these positive attributes to the extreme and become self-absorbed, self-adoring, self-centered, and show little empathy for the problems and concerns of others. In brief, they are narcissists and they can be especially problematic in business settings. This book presents information about narcissism in the workplace that is based both on empirical research and on opinion derived from systematic observation. The author uses case studies and real life examples to shed new light on workplace narcissism. The author describes both the positive and negative features of narcissism and presents strategies and tactics for dealing constructively with narcissistic traits and behaviors in oneself and in others. Self-tests and questionnaires found throughout the volume enable readers to reflect on their standing on a variety of behaviors and attitudes associated with narcissism. Each chapter includes a section labeled 'Guidelines for Application and Practice' that provides practical advice for applying the research and theories presented within. Further, each chapter concludes with a case history of narcissism, accompanied by a brief analysis of the narcissistic aspects of the case's subject. Narcissism in the Workplace serves as a manual for capitalizing on the positive aspects of narcissism and minimizing its potential negative effects. Intended for human resource professionals, researchers, and students and scholars of organizational behavior, organizational psychology, human relations and leadership, this book will also appeal to a broad range of serious minded readers who wish to learn more about, combat the difficulties of, or employ the benefits of narcissism.

The most significant and expanded revision of it's history, Human Relations for Career and Personal Success, 8th edition will show readers how they can become more effective in their work and personal life through developing their human relations skills. A major theme of this book is that career and personal success are related. Success on the job often enhances personal success, and success in personal life can enhance job success. Formal and informal communication channels; Interpersonal communication and relationship building; Personality Disorders; Service-Oriented Organizational Citizenship behaviors; Culturally diverse teams; Microinequities; Anger Management; Crisis Management. Managerial, professional and technical workers who are forging ahead in their careers will find this book immediately useful in improving their workplace and personal relationships.

"Supervision: Concepts and Skill-Building helps students learn what it takes to be a successful supervisor in today's complex work world. The focus of this new edition continues the tradition of presenting useful tools and solutions for meeting present-day supervision challenges"--

Handbook of Organizational Politics

Managing Conflict in Organizations

Tolerating Ambiguity for Leadership and Professional Effectiveness

Activity Guide

Supervision

An Applied Perspective

The Handbook of Organizational Politics offers a broad perspective on the intriguing phenomena of power, influence and politics in the modern workplace; their meaning for individuals, groups and other organizational stakeholders; and their effect on organizational outcomes and performances. Comprising entirely of new chapters and insights, this second edition revisits the theory on organizational politics (OP) and examines its progress and changes in emphasis in recent years. This timely and informative book provides a comprehensive set of state-of-the-art studies on workplace politics based on experiences from around the world. The contributors highlight topics such as political skills, political will, politics and leadership, compensations, politics and performance, and politics and the learning climate. Students and scholars will benefit from the up-to-date collection of studies in the field of OP. This Handbook will also be of interest to practitioners and managers from public and private sectors looking for better explanations of internal processes in business.

This volume offers a simple, systematic guide to creating a knowledge sharing practice in your organization. It shows how to build the enabling environment and develop the skills needed to capture and share knowledge gained from operational experiences to improve performance and scale-up successes. Its recommendations are grounded on the insights gained from the past seven years of collaboration between the World Bank and its clients around the world—ministries and national agencies operating in various sectors—who are working to strengthen their operations through robust knowledge sharing. While informed by the academic literature on knowledge management and organizational learning, this handbook's operational background and many real-world examples and tips provide a missing, practical foundation for public sector officials in developing countries and for development practitioners. However, though written with a public sector audience in mind, the overall concepts and approaches will also hold true for most organizations in the private sector and the developed world.

This text is appropriate for a variety of Human Relations courses in business, psychology, and other departments. It is also appropriate for courses that stress training in interpersonal skills. A student's interpersonal skills will be one of the keys to their success after graduation in any career.Human Relations for Career and Personal Success, 3rd Canadian Editionwill help them achieve better interpersonal relationships on the job, at home, and in school. They'll learn about themselves, about what makes other people tick, and how to communicate more effectively, en route to developing better interpersonal skills and helping them succeed in their chosen careers. Students will find Canadian research and examples throughout, as they study topics like teams and team work, emotional intelligence, and the "Big 5" personality traits.

Essentials of Management is written for newcomers to the field of management and for experienced managers seeking updated information and a review of the fundamentals. It is also written for the many professionals and technical people who work closely with managers and who take their turn at performing some management work. An example would be the member of a cross-functional team who is expected to have the perspective of a general manager. Based on extensive research about curriculum needs, the design of Essentials of Management addresses itself to the needs of introductory management courses and supervision courses offered in educational settings. Previous editions of the text were used in the study of management in colleges and universities, as well as in career schools in such diverse programs as hospitality and tourism management, and nursing. The book can also be used as a basic resource for management courses that rely heavily on lecture notes, PowerPoint presentations, and videos rather than an encyclopedia-like text.

Becoming a Knowledge-Sharing Organization

Conceptsapplicationsd Skills Value Package (Includes Webct, Student Access, Human Relations for Career and Personal Success)

Research, Theory and Practice

Impression Management in the Workplace

Personal Magnetism

How to Overcome Career Self-Sabotage

Wanting to create a favorable impression with others is a basic part of human nature in both work and personal life. In this book, Andrew J. DuBryn skillfully provides a guide to the effective use of impression management based on scholarly research and theory, with particular attention to practical application. He highlights not only impressions that individuals make, but those made by entire organizations. Self-tests and questionnaires allow readers to pinpoint how they currently employ impression management techniques in their work lives. Each chapter includes a section on "Guidelines for Application and Skill Development" that provides real-world advice based on the theories and research outlined in the chapter. With this book, students will glean the best methods for creating positive, career-building impressions in current and future positions.

This second edition contains new material on interactive training and questioning skills. It also includes extensive revisions and coverage of electronic presentations. Packed with tips, ideas, and examples, this book consists of proven step-by-step approaches to planning and delivering effective technical presentations. Includes information on how to: gear presentations to engineering meetings, briefings, conferences, and training sessions; zero in on a presentation's topic and purpose; analyze the audience; arrange the room to boost effectiveness; and know your support media options. The Workbook's easy-to-follow worksheets, exercises, and checklists present the fundamental skills and advanced techniques that will help make every presentation successful. Best of all, the Workbook format allows the reader to work through each chapter or to jump directly to a specific skill.

Examine the keys to leadership success with the practical, skill-building approach found in DuBryn's LEADERSHIP: RESEARCH FINDINGS, PRACTICE AND SKILLS, 10E. This edition balances current research and theories with the latest applications from successful practitioners in today's business world. New and updated, popular self-assessment quizzes and the latest skill-building exercises help you inventory and strengthen your own leadership qualities and personal competencies. An engaging narrative highlights stories of leadership in familiar companies, such as UPS, Best Buy, Salesforce, Kohl's and GM. This edition provides more opportunities than any other book of its kind to apply the principles you've just learned in cases and experiential exercises. Practical insights, supported by contemporary research, assist you in developing the skills and confidence you need to become an effective leader. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

"For undergraduate/graduate Principles of Management and Management Skills courses." Whetten/Cameron teaches students the ten essential skills all managers should possess in order to be successful. "Developing Management"Skills"," 7/e, " begin each chapter, starting with the PAMS assessment in the introduction, allowing students to see which skills they need to focus on more. It shows students with little work experience that most managers struggle with one or more skills presented in the book.

Capturing Solutions for Learning and Scaling Up

Your Own Worst Enemy

Job Savvy

Human Relations for Career and Personal Success

Management in the Human Service Organization

After much debate by business professionals, organizational conflict is now considered normal and legitimate; it may even be a positive indicator of effective organizational management. Within certain limits, conflict can be essential to productivity. This book contributes to the investigation of organizational conflict by analyzing its origins, forms, benefits, and consequences. Conflict has benefits: it may lead to solutions to problems, creativity, and innovation. In contrast, little or no conflict in organizations may lead to stagnation, poor decisions, and ineffectiveness. Managing Conflict in Organizations is a vigorous analysis of the rational application of conflict theory in organizations. Conflict is inevitable among humans. It is a natural outcome of human interaction that begins when two or more social entities engage one another while striving to attain their own objectives. Relationships among people or organizations become incompatible or inconsistent when two or more of them desire a similar resource that is in short supply; when they do not share behavioral preferences regarding their joint action; or when they have different attitudes, values, beliefs, and skills. This book examines these root causes of organizational conflict and offers constructive perspectives on its consequences.

Yehuda Baruch focuses upon career systems and the way they are managed by organizations, reflecting the diversity that exists in management studies in practice and in theory. His ideas are based upon the notion that HRM's role is to obtain and retain staff. This book focuses upon the retention role.

A highly effective guide to the use of organizational politics using strategies and tactics derived out of scholarly research.

A guide to job success covers such topics as making a good impression, getting along with co-workers, problem solving techniques, ethical problems, and career advancement.

Theory and Practice

Human Relations Career

Home, School, and Community Relations

Concepts, Applications, and Skills

Narcissism in the Workplace

Interpersonal, Job-Oriented Skills

Is your organization missing important lessons from its operational experiences? This step-by-step guide shows you how to systematically capture such knowledge and use it to inform decision making, support professional learning, and scale up successes. The captured lessons--knowledge assets, the central element needed for learning--are consistently formatted documents that use operational experience to answer a specific question or challenge. The guide describes how to create and use knowledge assets in five steps: (1) identify important lessons learned by participants, (2) capture those lessons with text or multimedia documents, (3) confirm their validity, (4) prepare them for dissemination, and (5) use them for sharing, replication, and scaling up. Included tools, templates, and checklists help you accomplish each step.

This practical, comprehensive text is an indispensable guide for home-school-community collaborations. HOME, SCHOOL, & COMMUNITY RELATIONS, 9th Edition, meets the needs of teachers and administrators who desire to create effective, culturally-competent partnerships with diverse families, and helps to prepare future teachers for their careers. It provides an overview of modern families and their complex roles and beliefs to sensitize teachers to the diversity and needs of families they will encounter, including multilingual, multiethnic, multigenerational, and gender-diverse families from different socioeconomic backgrounds. The text fully discusses both the benefits of creating productive partnerships and the barriers that teachers must overcome. Abundant examples clarify the book's practical and effective communication strategies. Current developments in the field of early childhood education are emphasized, including brain research and development, legislative mandates in education, professional standards of the field, and strategies for working with families of students with diverse learning needs. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Perfect for instructors who take a practical, skill-building approach to teaching leadership, the seventh edition of LEADERSHIP provides an ideal balance of essential theory and real-world applications. Andrew DuBryn, a highly respected author and consultant, incorporates the latest research on leadership and current business practices from academic journals and popular periodicals. The text provides students with a strong practical foundation by introducing leaders they can relate to and reinforcing their knowledge with frequent skill-building activities. Key updates include new opening vignettes and end-of-chapter cases, numerous additional skill-building exercises, and video discussion questions at the end of each chapter. An all-new CourseMate interactive study tool site features additional video content, premium quizzing, and links to both the Career Transitions job search tool and Cengage's KnowNOW blog, which is constantly updated and provides an intuitive view of current events. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Shows serious-minded career people how to recognize and overcome tendencies to self-destructive behavior

BPR annual cumulative

Documenting Operational Experiences for Organizational Learning and Knowledge Sharing

FUNDAMENTALS of ORGANIZATIONAL BEHAVIOR, Sixth Edition (LLF-B/W)

Aesthetic Labour

Canadian Books in Print. Author and Title Index

A Handbook for Scaling Up Solutions through Knowledge Capturing and Sharing

Modern organizational life seems dominated by crisis BP and the Gulf Oil spill, TEPCO and the Japanese tsunami, the global financial meltdown. Therefore it is particularly timely to find a collection of articles in this Handbook that provides research guidance and practical insights on how leaders manage or mismanage in crisis situations. The focus on the crisis leader highlights what they do, and how they do it, while at the same time raising important questions to guide subsequent analysis. Sydney Finkelstein, Tuck School of Business, Dartmouth, US and author of Why Smart Executives Fail With contributions from many of the leading researchers in the field, the Handbook of Research on Crisis Leadership in Organizations summarizes much of the theory, research, and opinion about various facets of crisis leadership in order to advance this emerging field. It recognizes that crises have become an almost inevitable part of organizational life, and describes how leaders can facilitate people getting through the crisis. The Handbook is divided into four parts: attributes and behaviors of the crisis leader; leadership of subordinates during a crisis; managing the present crisis and prevent future crises; and an integration of approaches to understanding crisis leadership. Enough knowledge has been accumulated about crisis leadership in organizations to serve as guidelines for practice, as well as a research base to build on for the future. Leaders must help others get through crises as well as prevent them. Researchers in the field of crisis leadership and crisis management will find this important resource invaluable. Academics and students of organizational behavior, industrial and organizational psychology, and management will also find much of interest and might also suggest the book as a valuable addition to their library as an important resource in the field of crisis leadership. Human resource professionals in larger organizations as well as management consultants who endeavor to acquire advanced knowledge about this field will find the practical aspects of keen interest as well.

Focus on the fundamental principles and practices of effective management today with DuBryn's comprehensive, yet concise, MANAGEMENT ESSENTIALS, 9E, International Edition. This brief but thorough new edition functions both as a solid introduction for new students or an in-depth review of core concepts and the latest research and applications for working professionals.Written from the first edition as an essentials text, this book is not a condensation of a larger text, but provides concise, complete coverage that clearly translates the latest research, theories, and management experiences into actual practice. The author's proven functional approach introduces the role of a manager and today's managerial environment before exploring critical topics in planning, organizing, leading, and control. This edition addresses emerging issues, such as sustainability and environmental concerns, management in difficult times, employee morale, diverse workforces, and teamwork. New coverage of ethics, personal productivity, the latest information technology, and decision making are also included.Compelling, memorable examples show how leaders effectively apply principles of management in a wide variety of business settings. New action features, new online skill builders, new cases and video cases work with proven exercises and self-assessment quizzes to help readers develop the managerial, interpersonal, and technical skills necessary for outstanding career success.Help your students acquire the knowledge and skills to manage, lead, and successfully compete in today's rapidly changing business environment with DuBryn's MANAGEMENT ESSENTIALS, 9E, International Edition.

Human RelationsInterpersonal, Job-Oriented SkillsPrentice Hall

The most significant and expanded revision of it's history, "Human Relations for Career and Personal Success, 8th edition" will show readers how they can become more effective in their work and personal life through developing their human relations skills. A major theme of this book is that career and personal success are related. Success on the job often enhances personal success, and success in personal life can enhance job success. Formal and informal communication channels; Interpersonal communication and relationship building; Personality Disorders; Service-Oriented Organizational Citizenship behaviors; Culturally diverse teams; Microinequities; Anger Management; Crisis Management. Managerial, professional and technical workers who are forging ahead in their careers will find this book immediately useful in improving their workplace and personal relationships.

Interpersonal, Job-Oriented Skills, Fourth Canadian Edition,

A Job Oriented Approach
Personnel Literature
Research Findings, Practice, and Skills
How to be a Success at Work

Leadership: Research Findings, Practice, and Skills

Fundamentals of Organizational Behavior provides a concise and timely presentation to the key concepts and theories of organizational behavior. The text addresses all the most important concerns for all levels of an organization: the individual, the group, and the organization as a whole. DuBrin goes beyond merely presenting theory--he shows learners its implications for today's organizations and managers through short vignettes and topical examples. Further, the text takes an application-oriented approach with activities and guidelines that will help learners to develop practical managerial skills to accompany their conceptual knowledge. Reviewers agree that this is a succinct and highly-practical choice for learning organizational behavior.

You don't have to be the most talented, highly educated, or best looking person to be successful. Written by a respected expert, this unique book unlocks a person's charismatic qualities and shows how to nurture and use those qualities for professional and personal gain.

This accessible and exciting new text looks at the implications of aesthetic labour for work and employment by contextualizing debates and offering a critical approach. The origins of aesthetic labour are explored, as well as the relevant theories from business and management, and sociology. Coverage includes key topics such as: corporate strategy; recruitment and selection practices; and discrimination. Key features include: - a range of case studies from across different types of organizations and popular culture - the exploration of topics such as branding, 'lookism', 'dressing for success' and cosmetic surgery - suggestions for further reading.

Tolerating Ambiguity for Leadership and Professional Effectiveness focuses on an under-publicized success factor in work and personal life. As the world of work has become more uncertain and rapidly changing, the ability to tolerate ambiguity as well as thrive from it has gained in importance as a trait and behavior for leaders, managers, and individual contributors. The purpose of the book is to enhance the reader's tolerance for ambiguity as a method of fortifying his or her

Winning Strategies for Effective Public Speaking

Technical Presentation Workbook

Concepts and Skill-Building

Discover Your Own Charisma and Learn to Charm, Inspire, and Influence Others

Managing Careers

Essentials of Management -- 11th Ed

For courses in Human Relations, Interpersonal Skills, Human Behaviour at Work, Applied Social Psychology With its blend of current and traditional interpersonal relations topics, this text concentrates on skill development and self-assessment. In addition to helping students become more effective communicators and leaders, it outlines strategies for successful group problem solving, techniques to increase personal productivity and manage stress, as well as tips on how to train, coach, and motivate others.

Fundamentals of Organizational Behavior: An Applied Perspective, Second Edition examines the behavior of people in organizations. Topics covered range from political maneuvering in organizations (office politics) to the stresses facing people in managerial and professional positions. A conceptual framework for organizational behavior is presented, along with numerous case illustrations and examples from live organizational settings. This monograph consists of 14 chapters and opens with an introduction to organizational behavior and how it is influenced by principles of human behavior. The three main subareas or schools of management thought are discussed, together with the difference between knowledge work and non-knowledge work; how research and theory contribute to an understanding of organizational behavior; and the distinction between structure and process. The following chapters explore how the meaning of work relates to work motivation, as well as the link between work motivation and job performance; behavioral aspects of decision making; stresses in managerial and professional life; and political maneuvering in organizations. Small group behavior, leadership styles, and interpersonal communications are also considered, along with intergroup conflict and organizational effectiveness. This book will be of interest to students, managers, and staff specialists, as well as behavioral scientists and management theorists.

This book presents a comprehensive look at human relations and organizational behavior. It is designed to show students how they can improve individual and organizational effectiveness.

Fundamentals of Organizational Behavior, 5/e (Paperback-B/W)

Research, Opinion and Practice

Political Behavior in Organizations

American Book Publishing Record

Leadership

Fundamentals of Organizational Behavior