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*For courses in  
management.  
Concepts and  
skills for the  
successful*

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*manager Modern*

*Management:*

*Concepts and*

*Skills takes a*

*unique approach*

*that helps*

*students develop*

*a specific*

*management skill*

*in each chapter.*

*Organized*

*around the*

*functions of*

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*planning,  
organizing,  
influencing, and  
controlling, the  
content  
specifically  
focuses on how  
students can be  
more strategic  
and more  
creative, work as  
team members,  
become*

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*successful*

*leaders, and*

*more. The*

*chapters are*

*designed to build*

*these skills, and*

*others, to fulfill*

*the core*

*objective: To help*

*students both*

*obtain*

*employment and*

*flourish in the w.*

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*This book provides a comprehensive, flexible approach to the basic skills of business management with an emphasis on skills and applications. It presents traditional concepts,*

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*important contemporary issues, and timeless insights into applying management know-how-all toward the goal of achieving organizational success. Built around the concept of “Core*

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*Plus” - a core of chapters covered*

*in most courses, surrounded by a rich selection of optional chapters - enabling*

*flexibility in the way the text is used.*

*Management*

*History,*

*Operations*

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Management,

Information

Technology in

Management,

and Creativity

and Innovation in

Management. For

managers at all

levels.

*Creativity in*

*Virtual Teams*

*offers a well-*

*researched and*

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*practical  
resource that  
outlines a new  
model for  
attaining high  
levels of  
creativity in  
virtual working  
arrangements to  
anyone who  
designs,  
manages, or  
participates in*

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Management

*virtual teams.*

Written by Jill E.

Nemiro—an

*expert in building*

*organizations and*

*virtual*

*teams—Creativity*

*in Virtual Teams*

*provides a*

*valuable tool that*

*takes you beyond*

*mere theory.*

*Within these*

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*pages, the author leads you through a series of diagnostic tools, questions for reflection, checklists, and exercises that will help you assess and develop the five key components—design, climate,*

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*resources, norms  
and protocols,*

*and continual*

*assessment and*

*learning—that*

*will foster*

*creativity in your*

*virtual teams. In*

*addition,*

*Creativity in*

*Virtual Teams is*

*filled with*

*illustrative*

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*lessons learned  
from nine highly*

*successful and  
innovative virtual  
teams.*

*Never*

*HIGHLIGHT a  
Book Again!*

*Includes all  
testable terms,  
concepts,  
persons, places,  
and events.*

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*Cases*

*Key Components*

*for Success*

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A Down-to-Earth

Approach James

Henslin shares the

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excitement of sociology  
in Essentials of

Sociology: A Down-to-  
Earth Approach, 11/e.

With his acclaimed

"down-to-earth"

approach and personal  
writing style, the

author highlights the  
sociology of everyday  
life and its relevance to

students' lives. With

wit, personal

reflection, and

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illuminating examples,  
Henslin stimulates

students' sociological  
imagination so they  
can better perceive  
how the pieces of  
society fit together. In  
addition to this  
trademark down-to-  
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distinctive features  
include: comparative  
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globalization of

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capitalism, and visual presentations of sociology. MySocLab is an integral part of the Henslin learning program. Engaging activities and assessments provide a teaching a learning system that helps students see the world through a sociological lens. With MySocLab, students can develop

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content and enriches it

for today's students

with new dynamic,  
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result is improved  
student engagement  
and improved

learning. Revel for

Henslin will be

available for Fall 2014

classes. This program

will provide a better

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teaching and learning  
experience-for you and  
your students. It:

Personalizes Learning  
with MySocLab:

MySocLab is an online  
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and assessment  
program. It helps  
students prepare for  
class and instructor  
gauge individual and  
class performance.

Explores a A Down-to-

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Earth Approach: This title highlights the sociology of everyday life and its relevance to students' lives.

Improves Critical Thinking: Features throughout help build critical thinking skills.

Understands Social Change: An important theme of the text, social change over time, examines what

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society was previously like, how it has

changed, and what the implications are for the present and future.

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Digital dimensioning is defined as the process of determining the online features or e-business characteristics of an organization. This text looks at not whether to implement e-business activities, but on finding and implementing the right e-business activities. The handbook shows

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managers and executives how to pick which e-business characteristics will work in their organization in order to become or remain competitive. It is a learning-focused guide that contains action-orientated agendas for e-business programmes aimed at enhancing the success

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of the organization.  
The text covers the e-business activities that best facilitate the accomplishment of organizational goals.

The process involves six steps: enlisting e-expertise, analyzing on-line environment, establishing on-line direction, formulating on-line strategy, implementing on-line

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strategy and  
controlling on-line

strategy. The book also

contains surveys that

managers can use to

profile a company's on-

line environment and

one that helps readers

determine which

approach to their on-

line presence best fits

with their

organization. A

companion website

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also supports the book.

A volume that

concentrates on the

substantive gaps in the

IB/IM field and

addresses whether

these gaps are

resolvable with the

theoretical and

methodological toolkit.

This book provides a

clear, concise, current,

and comprehensive

approach to the basic

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skills of business management. It presents traditional concepts, important contemporary issues, and timeless insights into applying management know-how—all toward the goal of achieving organizational success.

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Managing: History

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Global Challenge.

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Strategic Planning.

Plans and Planning

Tools. Fundamentals

of Organizing.

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Authority, and  
Delegation. Managing  
Human Resources.

Organizational  
Change and Stress.

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Influencing and  
Communication.

Leadership.

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Teams, and Corporate  
Culture.

Understanding People:  
Attitudes, Perception,

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Management's Digital  
Dimension. For  
managers at all levels.  
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Wardgreen

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Mgmt Pk

A Case from Glass,

Textile and Apparel

Sector in Turkey

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Greatness Isn't Born.

It's Grown. Here's

How.

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**carefully**

**blends the**

**right mix of**

**content and**

**applications to**

**give students a**

**firm grounding**

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*in business  
principles.*

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*Where other*

*products have*

*you sprinting*

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*everything,*

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*allows*

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*breathing space  
to explore  
topics and  
incorporate  
additional  
activities to  
complement your  
teaching. Build  
from the ground  
up, Business  
Foundations: A  
Changing World  
is for faculty*

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*and students  
who value a  
briefer,  
flexible, and  
integrated  
resource that  
is exciting,  
happening,  
focused and  
applicable!  
What sets this  
learning  
program apart*

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competition? An  
unrivaled,  
focused mixture  
of exciting  
content and  
resources  
blended with  
application  
examples,  
activities, and  
fresh topics  
that show*

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*students what  
is happening in  
the world of  
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*Organizational  
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*2. Managing:*

*History and*

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*Modern*

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*Making Decision*

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*Managing Human  
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*Chapter 18.*

*Groups and*

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19. *Corporate  
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20. *Creativity  
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students  
develop a  
specific  
management  
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influencing,*

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*more. The chapters are designed to build these skills, and others, to fulfill the core objective: To help students both obtain employment and flourish in the*

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**important business**

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management  
skill in each  
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and  
controlling,

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the content  
specifically  
focuses on how  
students can  
be more  
strategic and  
more creative,  
work as team  
members,  
become  
successful  
leaders, and

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talent? How do

we unlock it?

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groundbreaking

work provides

readers with

tools they can

use to

maximize

potential in

themselves and

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coaching

soccer or

teaching a

child to play

the piano,

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novel or

trying to

improve your

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tapping into a

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Caribbean to a  
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elements that

will allow you

to develop

your gifts and

optimize your

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anything. •

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that practice

is a key to

success. What

everyone

doesn't know

is that

specific kinds

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of practice  
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can increase  
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skill up to

ten times

faster than

conventional

practice. •

Ignition We

all need a

little

motivation to

get started.

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But what separates truly high achievers from the rest of the pack? A higher level of commitment—call it passion—born out of our deepest

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unconscious  
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desires and  
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triggered by

certain primal

cues.

Understanding

how these

signals work

can help you

ignite passion

and catalyze

skill

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development. •

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Coaching What

are the

secrets of the

world's most

effective

teachers,

trainers, and

coaches?

Discover the

four virtues

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that enable  
these “talent  
whisperers” to  
fuel passion,  
inspire deep  
practice, and  
bring out the  
best in their  
students.

These three  
elements work  
together

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within your  
brain to form  
myelin, a  
microscopic  
neural  
substance that  
adds vast  
amounts of  
speed and  
accuracy to  
your movements  
and thoughts.

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Scientists  
have  
discovered  
that myelin  
might just be  
the holy  
grail: the  
foundation of  
all forms of  
greatness,  
from  
Michelangelo's

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to Michael  
Jordan's. The  
good news  
about myelin  
is that it  
isn't fixed at  
birth; to the  
contrary, it  
grows, and  
like anything  
that grows, it  
can be

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cultivated and  
nourished.

Combining  
revelatory  
analysis with  
illuminating  
examples of  
regular people  
who have  
achieved  
greatness,  
this book will

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not only  
change the way  
you think

about talent,  
but equip you  
to reach your  
own highest  
potential.

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testable  
terms,  
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Creativity in

Virtual Teams

Preprints of a

Symposium,

University of

Leiden, the

Netherlands,

26–29 June

1995

Finding the

*Page 105/143*

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Ebusiness in  
Your Business  
Studyguide for  
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Bridging the fields of  
conservation, art  
history, and museum  
curating, this volume  
contains the principal  
papers from an  
international  
symposium titled

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"Historical Painting  
Techniques,

Materials, and Studio

Practice" at the

University of Leiden

in Amsterdam,

Netherlands, from

June 26 to 29, 1995.

The

symposium—designe

d for art historians,

conservators,

conservation

scientists, and

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museum curators  
worldwide—was  
organized by the  
Department of Art  
History at the  
University of Leiden  
and the Art History  
Department of the  
Central Research  
Laboratory for  
Objects of Art and  
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Amsterdam. Twenty-  
five contributors

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painting techniques,

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and scientific analyses of original techniques and materials, as well as historical sources, such as medieval treatises and descriptions of painting techniques in historical literature. Chapters include the painting methods of Rembrandt and Vermeer, Dutch 17th-

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century landscape  
painting, wall

paintings in English

churches, Chinese

paintings on paper

and canvas, and

Tibetan thangkas.

Color plates and black-

and-white

photographs illustrate

works from the

Middle Ages to the

20th century.

CHASING WISDOM

*Page 111/143*

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Workshop

Finding Everyday  
Leadership in

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When was the last  
time you were  
confronted with a  
business or employee  
problem that you  
weren't quite sure  
how to handle?

Maybe mistrust or  
dysfunctional  
conflicts among staff  
members have been

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severely limiting  
company progress.

Or, maybe you just  
want to improve your  
business, client, and  
employee relations.

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this book will help  
you by providing  
practical tools for  
becoming wiser in  
business and life-tools  
that help you put  
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everyday practice. Dr.  
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illustrates these tools

through personal

conversations with

his two adult sons as

they explore ways to

incorporate wisdom

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[chasewisdom.com](https://www.chasewisdom.com). Dr.

Certo is an

internationally

renowned business

author and scholar.

This book reflects his  
experience as an MBA

college professor,

consultant, church

elder, and business

owner in offering

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current approach to  
teaching the basic  
skills of business  
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Presenting both time-honoured issues and contemporary concerns, the text addresses the means for handling both to ensure individual success. It covers traditional management challenges as well as contemporary issues related to people, diversity, quality,

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ethics, and the global environment.

Human resource (HR) governance is a relatively new construct that has recently begun attracting more and more attention in both research and practice. As a part of corporate governance, it represents the

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internal and external  
normative framework

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of human resource

management and its  
supervision in

organizations. This

book theoretically

integrates HR

governance with the

related domains of

corporate

governance, general

management, HR

management, and

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leadership. By doing so, it provides scholars and practitioners in the field with a precisely delineated system of theoretical concepts for their work and helps to translate these concepts into concrete research questions and practical guidelines. By interpreting the

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new ISO 30408 norm  
on human

governance and

taking into account  
recent developments,  
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organizations,

initially on a

general level and

then in detail

through an

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cases. First the

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contextual

framework to

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the topic. The  
foundation is

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selected

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different

leadership models

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respective

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strategies are

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interaction of

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and its tools. In the

third part the book

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looks in detail at  
the glass, textile  
and confection

industries. It

examines the

relationship

between socio-

demographic

variables of

employees,

leadership types

and

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communication  
styles and systems  
of managers in

these sectors. The

results of this

study provide

researchers and

professionals with

a number of

suggestions for

more effective

organizational

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communication

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in any cultural  
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community.

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differences in  
cultural beliefs  
about health and  
illness, and models  
for cross-cultural  
health and  
communication,  
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Diversity, Quality,

Ethics, and the

Global

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**SUPERVISION**

*Page 134/143*

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prepares students to

be supervisors. It is

based on the premise

that organizational

variables like the

nature of the

workforce, computer

and communication

technology, and the

design of

organization

structures are

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changing perhaps  
more rapidly than at  
any other time in

history. All of these  
factors have a direct  
influence on  
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Presenting the most  
recent developments  
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Research makes

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to prepare and write  
a research proposal  
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Author Neil Salkind  
covers the research  
process, problem  
selection, sampling  
and generalizability,  
and the measurement  
process. He also  
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electronic sources  
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means to enhance  
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about scientific  
methods, and places

a strong emphasis on

ethics. NOTE: This

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