

Advancing Your Career



Unit 5

South-Western
Quick Skills Series

Quick Skills Advancing Your Career

Julie Griffin Levitt



Quick Skills Advancing Your Career:

Advancing Your Career Beverly Rokes, 2002 This book enhances the reader's opportunity for career success by targeting fundamental skills Advancing Your Career provides solid information for those looking to advance their careers and or contribute to the growth of their companies Covering topics such as managing conflict decision making and problem solving and networking and mentoring this is the perfect reference for those currently in the workforce as well as for those learning about and preparing to enter the workforce

Quick Skills Holly Johnson, 2001-09-04 This skill focused book is designed for quick professional skill development in the area of organization and productivity Covering topics such as obstacles to organization project management and managing multiple priorities Organizing for Success is the perfect brush up for the experienced professional those re entering the workforce and those learning about or beginning their careers

Advancing Your Career Rose Kearney Nunnery, 2019-10-01 Here are all the concepts and theories practicing RNs need to continue their education and reach the next level of professional practice You'll find in depth coverage of the critical components of professional nursing practice including effective communication professional ethics leadership group theory teaching learning and multicultural issues

Your Career Julie Griffin Levitt, 2004 Build bridges from classroom to career Practical assignments throughout connect students directly with the business community employers and the Internet This best selling book provides everything students need to gain competitive advantage in the workplace It is ideal for a course on Professional Career Development Job Search Resume Writing and Interviewing Your Career How to Make it Happen provides thorough coverage of career self assessment employer research job search interviewing and career building strategies The text also contains extensive instructions and examples of market driven electronic traditional and web resumes as well as cover letters

Soft Skills to Advance Your Developer Career Zsolt Nagy, 2019-09-20 As a software developer your technical skill set is in high demand Devices and technology have become an integral part of our everyday lives and no digital organization can thrive without technical professionals on the payroll However career plateaus are inevitable in even the most high demand field Companies do not only need software developers they need software developers with soft skills In Soft Skills to Advance Your Developer Career author Zsolt Nagy explores how emotional intelligence can give your software development career an edge These subjects are not taught in school and unfortunately the career advancement of many excellent developers can be blocked by their inability to effectively communicate their needs assert themselves and negotiate confidently Throughout this book Nagy shows you how to actively improve and prioritize your soft skills so that you can better represent the holistic interests of your team obtain better working conditions negotiate raises and increase your variety of employment options by elevating your interviewing skills Discover the obstacles standing between you and a fulfilling career by finding and improving strengths you may not have even known you had Jump out of your box with Soft Skills to Advance Your Developer Career and leverage your expertise with effortless confidence at all stages of your

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Fast-Tracking Your Career Wushow Chou, 2013-06-06 Fast Tracking Your Career provides engineers and IT professionals with a complete set of soft skills they can use to become more effective on the job and gain recognition from management and colleagues The 11 core skills covered here are accompanied by more than 40 detailed guidelines on how to master those skills The book offers first rate advice on how to go about acquiring communication skills people skills presentation skills time management skills and others Specific examples about current situations are discussed exploring the impact of the Facebook phenomenon and the subprime mortgage crisis Visit the author's website for more information www.FastTrackingCareers.com

Ir Pkg, College to Career Jane Williams, 2003-06 This Instructor's Package contains an Annotated Instructor's Edition and an Instructor's Resource CD The CD contains lesson plans student retention activities and projects and PowerPoint slides for each chapter

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