



QUICK SKILLS

What Your Employer Expects



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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

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

Discovering Your Career Ann K. Jordan, Lynne T. Whaley, 2002-04-23 This text presents a unique approach to career planning focusing on matching a career to one's personal interests

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

A Practical Guide to Lawyering Skills Fiona Boyle, Deverall Capps, 2013-10-18 Lawyering skills are increasingly part of undergraduate law degrees as well essential elements in the postgraduate vocational law courses the LPC and the BVC This fully updated third edition continues to bring together the theory and practice of these skills in an accessible and practical context The authors draw on their vast experience of law in practice to develop the core skills taught on both undergraduate and postgraduate courses Skills covered include written communication mediation information technology opinion writing drafting advocacy interviewing negotiation legal research Each chapter uses diagrams boxes lists and flow charts to further explain and develop each skill and ends with a further reading section A Practical Guide to Lawyering Skills is essential reading for all undergraduate and vocational law students seeking to develop the necessary skills to work successfully with law in the twenty first century

Expect to Win Carla A. Harris, 2009 Outlines specific advice as gleaned by the author throughout her successful Wall Street career in a guide for business professionals that makes recommendations for navigating the day to day complexities of the workplace 25 000 first printing

Expect to Win Carla A. Harris, 2010-01-26 Updated in 2017 with a new author's note and chapter on building

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The Traits of Today's CFO Ron Rael,2018-07-16 CFOs controllers and financial managers will discover how to become the leader their organization needs and expects with this forward thinking book on high level abilities and best practices Covering leadership management coaching team building and accounting trends this publication will allow the reader to step into their expanding role as a strategic thinker collaborator communicator and team leader This publication includes a comprehensive practical discussion on the following topics Determine the critical skills that we will need to be effective in the future Identify the skills necessary to be an effective coach Identify how to persuade other leaders to define and embody accountability Identify specific tools that turn a department into a real team Identify the universal roles that the CFO plays in every organization Determine why being a leader in the middle is not a career limiter Assessing ways to explain to your team how the world of accounting is changing

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