

Leadership Dubrin 7th Edition

Skilled Interpersonal Communication
The Cumulative Book Index
Core Collection
Public Health Leadership
American Book Publishing Record
The British National Bibliography
FUNDAMENTALS of ORGANIZATIONAL BEHAVIOR, Seventh Edition (Paperback-4C)
Encyclopedia of Management
Forthcoming Books
Collier's Encyclopedia
Harvard Business School Core Collection
Occupational Stress and Organizational Effectiveness
Harvard Business School Core Collection 1995
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James S. J. Manuso
Andrew J. DuBrin
Richard Leonard
Geraldine C. Maayo

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there is a fundamental powerful and universal desire amongst humans to interact with others people have a deep seated need to communicate and the greater their ability in this regard the more satisfying and rewarding their lives will be the contribution of skilled

interpersonal communication to success in both personal and professional contexts is now widely recognised and extensively researched as such knowledge of various types of skills and of their effects in social interaction is crucial for effective interpersonal functioning previous editions have established skilled interpersonal communication as the foremost textbook on communication this thoroughly revised and expanded 6th edition builds on this success to provide a comprehensive and up to date review of the current research theory and practice in this popular field of study the first two chapters introduce the reader to the nature of skilled interpersonal communication and review the main theoretical perspectives subsequent chapters provide detailed accounts of the fourteen main skill areas namely nonverbal communication reinforcement questioning reflecting listening explaining self disclosure set induction closure assertiveness influencing negotiating and interacting in and leading group discussions written by one of the foremost international experts in the field and founded solidly in research this book provides a key reference for the study of interpersonal communication this theoretically informed yet practically oriented text will be of interest both to students of interpersonal communication in general and to qualified personnel and trainees in many fields

public health

covers numerous topics in management theories and applications such as aggregate planning benchmarking logistics diversification strategy non traditional work arrangements performance measurement productivity measures supply chain management and much more

this book is among the best on stress and its organizational consequences it is based on papers presented at the seventh annual applied behavioral science symposium the editors and most of the contributors are academic specialists on stress the major theme of the book is that stress has negative and sometimes positive personal and organizational consequences on the positive side stress perceived as challenge may arouse performance enhancing responses but stress may also induce withdrawal absenteeism and poor performance an excellent preface and introductory chapter by the editors lay the groundwork for the essays that follow in this clearly written and perceptively argued anthology the volume is valuable to practitioners and to students and teachers of industrial sociology or psychology as well as business administration choice occupational stress and organizational effectiveness is one of the first books to view stress in the context of a systems orientation this new book integrates major theoretical approaches towards occupational stress with specific applications of stress management techniques taking the position that stress need not be a disadvantage to an organization the editors explore various stress

management systems and how such systems can be used to the benefit of both employer and employees timely and comprehensive this volume is ideal for the industrial organizational psychologist involved in human resources management health professionals and human resources directors will also find this book to be an excellent resource for indentifying and measuring stress in the workplace

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