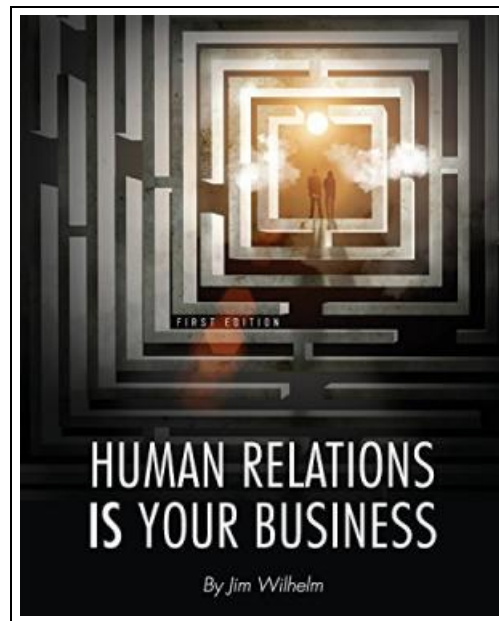


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HUMAN RELATIONS IS YOUR BUSINESS



Cognella Academic Publishing, United States, 2015. Paperback. Book Condition: New. 254 x 203 mm. Language: English . Brand New Book ***** Print on Demand *****. A well-rounded text based on the Total Person approach, Human Relations IS Your Business addresses basic concepts in the area of human relations with the added benefit of including skills that encourage and enhance positive relationships. Students learn the skills they need to handle a wide range of human relations problems and issues. Topics include cultivating self-awareness and self-disclosure, building self-esteem and positive attitudes, and improving communication skills. In addition, the book teaches students motivation and conflict resolution strategies, team building, and methods for developing emotional control. Human Relations IS Your Business makes human relations topics relevant to real-world, daily life by including information on the value of customer service, suggestions for the interviewing process, and tips for organizing effective meetings. Each chapter includes review questions and application exercises. The book concludes with self-assessment activities that focus on main concepts from each chapter and are designed to support students in implementing what they have learned. Relatable and practical, Human Relations IS Your Business is well suited to business courses in management, leadership, and human resources. Jim Wilhelm is a professor of business administration at South Plains College in Lubbock, Texas. He obtained his Master's degree in management and earned his Ed.D. in higher education and administration from Texas Tech University. He has taught courses in business principles, human relations, human resources management, and principles of management. Dr. Wilhelm also serves as an advisor to students majoring in business and has sponsored both the business society, Phi Beta Lambda and the honors society Phi Theta Kappa. In addition to his work in academia, he has taught specialized courses for ATT and Southwestern Public Service Co.



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