

HUMAN RELATIONS INTERPERSONAL JOB ORIENTED SKILLS



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Andrew J. DuBrin is Professor Emeritus of Management in the College of Business at the Rochester Institute of Technology, where he served as department chairman and team leader.

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Accomplished author and national speaker, Andrew J. DuBrin brings his expertise of Human Relations and Business Psychology to this exciting Twelfth edition. Focusing on today s work environment, the book takes a two-pronged approach that improves interpersonal skills by first presenting basic concepts and then by featuring a heavy component of skill development and self-assessment.

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v PREFACE The purpose of this instructor s manual is to enhance the teaching of Human Relations:

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Human Relations provides information and exercises that directly support components of six of the preceding eight requirements-use of resources, interpersonal skills, basic skills, personal qualities, and technology.

Information and systems are ordinarily taught outside of an interpersonal skills or human relations curriculum. A guide to meeting the federal guidelines is presented next.

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Bought it for an Interpersonal Relations course in University, and never opened it once, after skimming through, and seeing the sheer bucket-loads of information that is common-sense, and obvious, to anyone who has worked in any form of job before.

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