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CASSIDY JAIDYN

Personality Development and Soft Skills BPB Publications

From the ninjas of corporate world comes a curated recipe book on how to be happy and content in our professional lives. Soft skills for Workplace helps us in dodging the derailers such as ego and stress that can negatively impact our behaviour, and replacing them instead with humour and emotional intelligence as tools to find joy at the workplace. SAGE Back to Basics is a distilled compilation of proven and timeless ideas and best practices for new-age and experienced leaders alike. The hand-picked collection of books—on management, leadership, entrepreneurship, branding and CSR—offer advice from management experts whose knowledge and research has impacted and shaped business and management education. Other books in the series: Timeless Leadership | Advertising and Branding Basics | Leadership Lessons from Dr Pritam Singh | Corporate Social Responsibility in India | Basics of Entrepreneurship | Human Resource Development Insights | Ideate, Brainstorm, Create | Building Professional Competencies | Timeless Management

McGraw Hill Professional

This text book focuses on helping the students to develop skills in all the four dimensions of communication, namely listening, speaking, reading, and writing. While maintaining a practice-oriented approach, the book also provides a comprehensive review of the principles of technical communication. Simple presentation, step-by-step discussion, use of examples, and the practice modules will help students in mastering the subject.

Business Communication for Managers, 2/e Houghton Mifflin Harcourt

Life skills are essentially individual abilities that help in promoting mental well-being and competence in people to deal with the various situations in life. This book presents various aspects of life skills, including communication, self-analysis, self-development and study habits. These are crucial elements in determining one's personal and professional growth. Written in an interactive style, this course book will help students inculcate the various life skills and enhance their acceptability and growth in this highly competitive world.

Personal Development for Smart People Routledge

Personal Development for Life and Work 10e is an easy-to-read and easy-to-use practical text focused on helping students better understand themselves, discover their potential, and prepare for successful employment. Chapter topics are all about gaining self-awareness, developing soft skills and strong communication skills, and adopting professional workplace attitudes and skills to succeed in the workplace. The text is divided into four parts: 1) It's All About You; 2) It's All About Communicating; 3) It's All About Working with Others; 4) It's All About Workplace Success.

Chapters are arranged in short sections that include self-assessments, case studies, and activities that are appropriate for both business and personal situations. Topics keep the reader's attention; coverage is thorough without being overwhelming. End-of-chapter features includes Points to Remember, Key Terms, Bookmark It, Activities, and Case Studies. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

A Guide for Scientists and Engineers V&s Publishers

The definitive guide to using this ancient psychological system to gain self-knowledge and achieve personal growth—now expanded and revised. The Enneagram is an extraordinary framework for understanding more about ourselves. No matter from which point of view we approach it, we discover fresh conjunctions of new and old ideas. So writes Don Riso in this expanded edition of his classic interpretation of the Enneagram, the ancient psychological system used to understand the human personality. In addition to updating the descriptions of the nine personality types, Personality Types, Revised greatly expands the accompanying guidelines and, for the first time,

uncovers the Core Dynamics, or Levels of Development, within each type. This skeletal system provides far more information about the inner tension and movements of the nine personalities than has previously been published. This increased specificity will allow therapists, social workers, personnel managers, students of the Enneagram, and general readers alike to use it with much greater precision as they unlock the secrets of self-understanding, and thus self-transformation. “No Enneagram teachers I’ve come across offer such a rich and dynamic picture of how each personality type expresses itself in the world, and the process by which we can move through progressive stages of psychological and spiritual growth.”—Tony Schwartz, author of What Really Matters: Searching for Wisdom in America
Soft Skill Pearson UK

This book aims to provide crucial insights into various facets of developing one's personality, as well as to improve written, verbal, and non-verbal communication skills. Special attention has been paid to the specific needs of a job aspirant, such as writing of effective CVs, participation in group discussions, tackling job interviews, and to hone one's public speaking and speed-reading skills.

Growing Partnerships Amongst Developing Countries Tata McGraw-Hill Education

Personal Development is designed to help students recognize the important role personal qualities play in the workplace. Successful attitudes, interpersonal skills, critical thinking skills, and strong work ethics are qualities today's employer's seek and demand. This book focuses on preparing entry-level workers for success in the workplace with an interactive format that provides students with the framework for successful skill development. 1.Think About It scenarios preview the concepts, problems, and issues presented in each chapter. 2.Technology at Work suggests technology issues and resources to consider and points to helpful Web sites for additional information. 3.Self-Check activities help students with self-assessment and real-world problem solving. 4.Checkpoint questions challenge students to recall and think critically about key concepts. 5.On the Job and Focus on Ethics are workplace scenarios that require students to think critically and apply key concepts. 6.Smart Tips suggest helpful hints, strategies, and reminders for key workplace concepts.

The Conscious Pursuit of Personal Growth Hay House, Inc

This book presents a detailed portrait of the contours of South-South collaboration in the health biotechnology sector. In particular, it casts revealing light on the factors that guide effective scientific partnerships and exchanges.The key findings indicate that the level of South-South collaboration among researchers in health biotechnology remains low but is slowly increasing and that entrepreneurial collaboration seems to be more prevalent. Collaboration has helped to extend capacity in health biotechnology research, manufacturing, and innovation to an increasing number of developing countries.

Soft Skills Routledge

"Jugaad Innovation is the most comprehensive book yet to appear on the subject [of frugal innovation]." —The Economist A frugal and flexible approach to innovation for the 21st century Innovation is a key directive at companies worldwide. But in these tough times, we can't rely on the old formula that has sustained innovation efforts for decades—expensive R&D projects and highly-structured innovation processes. Jugaad Innovation argues the West must look to places like India, Brazil, and China for a new approach to frugal and flexible innovation. The authors show how in these emerging markets, jugaad (a Hindi word meaning an improvised solution born from ingenuity and cleverness) is leading to dramatic growth and how Western companies can adopt jugaad innovation to succeed in our hypercompetitive world. Outlines the six principles of jugaad innovation: Seek opportunity in adversity, do more with less, think and act flexibly, keep it simple, include the margin, and follow your heart Features twenty case studies on large corporations from around the world—Google, Facebook, 3M, Apple, Best Buy, GE, IBM, Nokia, Procter & Gamble, PepsiCo, Tata Group, and more—that are actively practicing jugaad innovation The authors blog regularly at Harvard Business Review; their work has been profiled in BusinessWeek, MIT Sloan

Management Review, The Financial Times, The Economist, and more Filled with previously untold and engaging stories of resourceful jugaad innovators and entrepreneurs in emerging markets and the United States This groundbreaking book shows leaders everywhere why the time is right for jugaad to emerge as a powerful business tool in the West—and how to bring jugaad practices to their organizations.

A Guide for Professionals S. Chand Publishing

An analysis of gender and property throughout South Asia which argues that the most important economic factor affecting women is the gender gap in command over property.

Personality Types PHI Learning Pvt. Ltd.

What does it take to be a successful communicator? Just about every job requires excellent communication skills. To get ahead at work you need to be able to express yourself clearly and understand the feelings, needs and intentions of others. So how can you make sure other people understand you and that you respond appropriately to other people? Whether it's giving a presentation, getting your point across in a meeting, or understanding the effects of body language, the proven tips and techniques provided in this book will get you communicating more effectively and successfully in no time! Explain yourself clearly, and get your point across easily Know what to say to help others open up to you Feel confident about communicating with a wide range of people

92 Little Tricks for Big Success in Relationships Oxford Higher Education

Translated into more than 40 languages and 44 published editions, "The Adventures of Jonathan Gullible" has won numerous awards and has been endorsed by Steve Forbes, Walter Williams, John Stossel, Mark Skousen, and Austrian-School economists and educators throughout the world.

How to Teach the Missing Basics to Today's Young Talent John Wiley & Sons

Your success, health, happiness, and wealth depend on how you make up your mind! One side of your mind has positive mental attitude and the other side has negative mental attitude. A positive attitude will naturally attract the good and the beautiful. The negative attitude will rob you of all that makes life worth living. By helping you recognize the important person that you are and making you believe that you can change your world, this book helps you discover and unleash the power of your mental attitude.

Using the Enneagram for Self-Discovery Cambridge University Press

This book Soft Skills is like a companion, guiding the students, young men and women, at every step in the job market and corporate personnel.Soft Skills have become absolutely essential, both for the growth and success of an individual as well as the organization.

Attitude Is Everything AMACOM

Despite promises of "fast and easy" results from slick marketers, real personal growth is neither fast nor easy. The truth is that hard work, courage, and self-discipline are required to achieve meaningful results—results that are not attained by those who cling to the fantasy of achievement without effort. Personal Development for Smart People reveals the unvarnished truth about what it takes to consciously grow as a human being. As you read, you'll learn the seven universal principles behind all successful growth efforts (truth, love, power, oneness, authority, courage, and intelligence); as well as practical, insightful methods for improving your health, relationships, career, finances, and more. You'll see how to become the conscious creator of your life instead of feeling hopelessly adrift, enjoy a fulfilling career that honors your unique self-expression, attract empowering relationships with loving, compatible partners, wake up early feeling motivated, energized, and enthusiastic, achieve inspiring goals with disciplined daily habits and much more! With its refreshingly honest yet highly motivating style, this fascinating book will help you courageously explore, creatively express, and consciously embrace your extraordinary human journey.

Gender and Forests I. K. International Pvt Ltd

'Communication Skills for Professionals' is a time-tested book which aims to equip students,

academicians and professionals with all the necessary skills to communicate effectively, so that they can thrive in this competitive world. WHAT DOES THE BOOK CONTAIN This compact and student friendly text is divided in several sections, and covers several topics like Detailed section on Vocabulary. • Items of: grammar; verbs; phrasal verbs; voices; tenses; transformation and synthesis of sentences. • 'Rectification of Grammatical Errors' in order to identify and correct errors. • Analysis of the 4 skills of Listening, Speaking, Reading and Writing. • Skills of Technical Writing and Public Speaking. • Body Language and Group Discussion. All these and more aims to make the learner a winner, not only in his personal life, but also in his Professional life. The book is easy to read and understand. Each point is illustrated with examples from practical life. Even the grammar exercises and all other activity-based questions have been skillfully designed and worked out in Classrooms. WHAT IS NEW TO THIS EDITION • In the modern business world where speed and ease of communication is very important E-mails have become widely prevalent. An E-mail can even make or break a career. • Detailed discussions have been shared in this Edition on how to write the perfect E-mail. • A completely new chapter has been added on social media tools like LinkedIn, Facebook and Twitter. Job seekers would learn how to upload their portfolios and highlight their skills and achievements and connect with prospective employers and collaborators. Book Reviews "I have been a regular user of the book by Prof. Nira Konar and found it a very reliable resource. The chapters on 'Group Discussion and Body Language' are particularly helpful. Besides, the chapter on 'Communication Theory' has been relevantly and effectively explained keeping in mind the needs of the students. Overall, the book is very accessible by all levels of students. It is a part of recommended reading for my students." - Nandini Mukherjee Course Coordinator, Department of Communicative English, St. Xavier's College, Kolkata "An extremely concise, lucidly written and reader-friendly book, that serves as a handy reference manual for all in-service English language teachers of degree engineering colleges. The B.Tech Communicative English syllabus has been closely followed, with detailed sections on grammar, writing and comprehension. The chapters on vocabulary take an insightful look at etymology, word origins, synonymy and antonymy. Detailed word lists and practice exercises make the section extremely helpful for practicing teachers. The sections on grammar are fairly detailed, offering a thorough analysis of Verbs, Tenses, Voice, Narration, Transformation of Sentences and Error Correction. There are plenty of practice exercises for the teacher to choose from. Reading skills are well discussed and technical writing is given all the importance and predominance it usually occupies in any course on technical communication. The section on report writing is extremely useful as a guide for teachers for teaching students the formatting and writing essentials in documenting reports. There is a section on professional speaking too, which enriches the content of the book. On the whole, the book is of continuing usefulness and relevance in any technical English course and will be used by teachers and students alike for many years to come." - Dr Indrajit Bose Assistant Professor of English, GNIT, Kolkata "Dr. Konar's book acts as a comprehensive guide to the students of professional, technical as well as basic courses to hone their language skills. The language of the book is persuasive, fluid and student-friendly which makes it useful even to the first generation learners of English. The scope of this book extends from word-building to report writing and covers almost all the thrust areas of language training in a nutshell. Hence, it deserves a shelf-space in the library of any institution." - Ayushman Banerjee, Assistant Professor in English, Haldia Government College, Kolkata "This is one of the best books on 'Communication' available in

the market. Dr. Nira Konar is a brand by herself whenever English Language Teaching (ELT) comes into discussion. This compact edition discusses in detail the various aspects of language ranging from Vocabulary, Grammar, Syntax to effective communication in business. The book gives a clear reading of LSRW skills such as writing, reading, listening, and public speaking. It further confers different means of effective communication, situational dialogues, body language, and group discussions. The book follows the present MAKAUT curriculum of English for B.Tech 1st year 2nd Semester (HM-HU 201 & HM-HU 291) thoroughly. It not only gives an overview of the Theory syllabus but also provides details of Language Laboratory activities as well. "Communication Skills for Professionals" enables the readers to express themselves clearly and communicate effectively at the workplace. This book not only deals with the rudiments of communication but also gives insights into the body language and provides important tips on how to be successful at interviews and group discussions. Primarily intended for students of engineering and technology, the book will also be useful for Management students and the students of all disciplines who want to acquire the skill in corporate communication and excel in their respective professional areas." - Sohini Datta Assistant Professor, Department of Management, IEM, Sector V, Salt Lake, Kolkata "Easy and in-depth writing on the subject is the aim of this book. The author has put in here the fruits of teaching the students from the wide-ranging and first-hand knowledge of business speaking and writing, and listening in a friendly way. It is enriched with extensive references. On every page of the book the students will see how a simpler style of English is balanced with their need." - Dalia Sen Assistant Professor, Bengal Institute of Technology (Under Techno India Group), Kolkata *Success Through a Positive Mental Attitude* Pearson Education India This enlightening book brings together the work of gender and forestry specialists from various backgrounds and fields of research and action to analyse global gender conditions as related to forests. Using a variety of methods and approaches, they build on a spectrum of theoretical perspectives to bring depth and breadth to the relevant issues and address timely and understudied themes. Focusing particularly on tropical forests, the book presents both local case studies and global comparative studies from Africa, Asia, and Latin America, as well as the US and Europe. The studies range from personal histories of elderly American women's attitudes toward conservation, to a combined qualitative / quantitative international comparative study on REDD+, to a longitudinal examination of oil palm and gender roles over time in Kalimantan. Issues are examined across scales, from the household to the nation state and the global arena; and reach back to the past to inform present and future considerations. The collection will be of relevance to academics, researchers, policy makers and advocates with different levels of familiarity with gender issues in the field of forestry. *Women's Education in India* GENERAL PRESS Personality Development and Soft Skills Personality Development and Soft Skills Oxford University Press, USA *South-South Collaboration in Health Biotechnology* Personality Development and Soft Skills Personality Development and Soft Skills The Ultimate Guide to Unleash Your Potential Key features Book aims to be the Professional Guide, Coach and Mentor to all those who want to upgrade their soft skills to get a head-start in their careers. Book is designed to give all individuals the all-important personality development soft skills required by them to become successful and powerful personalities. Book has been designed to be a bridge between Academic Curriculum education and the Industry. Effective Communication

and Personal Development training concepts given in this book impart knowledge that is geared towards enhancing their soft skills. It is possible to get High-Impact Communication skills and Soft Skills in a very short period? Is there a way to build executive presence to get promotion, progress and visibility for your efforts from your leaders and recruiters? Can you develop mental strength, motivation & confidence to approach your lives with a positive mental attitude? Can you develop Emotional Intelligence and have meaningful relationships with everyone to live your dream life? Do you want learn from a corporate expert's 20+ years experience, so that you can avoid costly and time consuming mistakes and make the right decisions? Yes, through this book you can do all the above and more! Welcome to the ultimate guide to unleashing your potential. A Good professional needs to have strong Language skills. Recognizing this need, the book has a section in every chapter that highlights important words and Business phrases used in the corporate industry along with their meanings. The attached CD has all new content, essential soft skills training for life success. Through a series of videos, the author shares corporate tips and provides coaching for career advancement and realisation of personal goals. Hacks used for speed learning: Experts quotes learning milestones learning mastery: the essentials of the topic case in point: real world examples for application of the concepts illustrations and graphics knowledge check case studies applied knowledge based on the case studies business jargon and Start-up terminologies English vocabulary building What will you learn This book aims to impart high-impact soft skills like executive presence, time management, public speaking, first impression, professionalism, etiquette, negotiation, job interview, group discussion, leadership, teamwork, communication, creativity, interpersonal skills, emotional intelligence, and much more. Who this book is for Through this book, anyone wishing to develop powerful personalities will be able to choose and attain a career of their choice. They will develop well-rounded personalities; attain self-confidence and an ability to successfully overcome any challenge that life throws at them. Table of contents 1. Soft Skills: An Overview 2. Emotional Intelligence 3. Self-Image Management 4. Team Building and Cooperation 5. Time Management and Goal Setting 6. Communication Skills 7. Verbal Communication Part 18. Verbal Communication-Part 29. Non-Verbal Communication 10. Level 2: Career 11. Level 3: Courtesy & Habits 12. Resume Writing & Job Applications 13. Group Discussions 14. Personal Interview and Interactions 15. Neuromarketing: The Art of Promoting Yourself About the author Prashant Sharma Life Coach, Master Soft Skills Facilitator and Behavioral Trainer, Ed-Tech Entrepreneur Conducted his first training program in 1996 when he was invited by the New Delhi YMCA to lead a course in Public Speaking & Effective Communication. The Times of India too has recognized this achievement. Prashant has extensive expertise in mentoring leaders, inspiring professionals and has helped thousands of students realize their true potential. Prashant is a First Prize Diploma holder in Public Speaking from the Nazareth's Speakers Academy, Mumbai and a B.Com from the Sydenham College, Mumbai. Upon completion of his Masters in Management from the University of Massachusetts, USA, he returned to India to be part of the Indian post-liberalization story.

Communication Skills, Second Edition Pustak Mahal

The 31 practical tips and techniques in this book will teach you how to live each moment, each hour and each day to the fullest. By the simple expedient of making you follow one tip a day, each day the book takes you one step closer to becoming a better, more successful, happy and contented human being.