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Three pillars for professional success – life planning, workplace skills, and career planning – are emphasized throughout. Students learn to connect personal, professional, and financial goals and understand how these goals ultimately contribute to career success through the creation of a life plan that

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addresses short- and long-
term personal,
professional/career, and
financial goals.

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Professionalism: Skills for
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developed with input
from industry leaders, it
addresses topics students

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need to know when transitioning from campus to the workplace using case examples, activities, exercises, online video, and an interactive website.

Updated to reflect the latest in technology tools and the business climate, this third edition sets the standard by skillfully merging self-management topics,

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workplace basics,
relationships and career
planning tools.

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Professionalism, 4/E
prepares students for
their first professional
job, providing career
planning tools, expected
behaviors, and soft skills

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essential for career success. Ample exercises and activities help students immediately apply concepts and materials for transitioning from the classroom to a work environment.

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extends beyond a typical resume/job search text to seamlessly emphasize the relationship between resume development, job search skills, and human relations.

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While it's, of course,

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important to develop
your industry-specific
hard skills, what's just as
critical to your success
are your soft skills. Soft
skills are how you
function in the
workplace and ...

The 12 Most Important
Skills You Need To
Succeed At Work
Top 7 Professional Skills

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Communication:

Communication skills, in general, are important for any professional. It includes written, verbal, and nonverbal communication.

However, one particularly important communication skill in today ' s world is email.

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Chapter 13 ...

Professionalism leads to workplace success, a strong professional

reputation and a high level of work ethic and excellence. In a recent study on Career

Readiness conducted by NACE (National

Association of Colleges and Employers),

employers who hire college graduates were

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Skills For professional
competencies were
essential to workplace
success.

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materials for transitioning
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their first professional job, providing career planning tools, expected behaviors, and soft skills essential for career success.

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What are social skills,
and why are they
essential for workplace

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success? Social skills, also called “ interpersonal skills, ” are those we use to interact and communicate with other people. These skills include both verbal skills (the way you speak to other people) and nonverbal skills (your body language, gestures, and eye contact).

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Top 5 Social Skills for
Workplace Success
Professionalism is
important for many
reasons. Time spent
accommodating a
colleague's prickly ego or
ever-changing moods is
time taken away from
working toward a
common goal. As
customer service has
become the critical
differentiator for so many

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businesses, the ability to treat customers and clients with tact and courtesy has become indispensable.

Professionalism: An essential career skill | CareerBuilder

This is the "Professionalism: Skills for Workplace Success" essay. This

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reader which key skills
one has to have to
achieve professionalism
while working with
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