



Personal Development for Life and Work

By Harold R. Wallace, Ann Masters

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Personal Development for Life and Work 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.

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Editorial Review

About the Author

L. Ann Masters is Administrator of Curriculum/Instruction in the Nebraska Department of Education. Her extensive teaching experience includes nearly 30 years in business and career education. She has taught a wide variety of communications, human relations, and business courses at both the secondary and postsecondary levels. Her administrative experience includes positions as Director of Business Education in the Nebraska Department of Education and Member of the National Board of Directors for Future Business Leaders of America. She has published texts in business communication, business English, and human relations and is a frequent conference participant and speaker for state and national career and technical education and business education associations.

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