



Job Savvy: How to Be a Success at Work

Laverne L. Ludden

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Job Savvy helps people develop the critical skills needed to survive and get ahead in today's workplace. Based on research into what employers need and value in employees, this workbook helps readers build job survival skills, increase productivity, and improve job satisfaction and success.

The workbook's numerous activities show readers how to be ready for the workplace and improve their basic job skills. The narrative is easy to read; informative; and features several examples, checklists, worksheets, and summaries.

With this workbook, readers will learn about the expectations of employers. Content addresses punctuality and attendance; dressing and grooming; first impressions; supervisor, co-worker, and customer relationships; problem solving; ethics; workplace communication; technology and trends in the workplace; performance reviews; and more. In addition, content for this new fifth edition discusses social networking and websites, and readers will learn about the implications of revealing personal information online, and the need to be cautious when discussing work issues on these sites.

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