

The Social Work Skills Workbook

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using this experiential workbook readers can practice all the steps important to social work practice the author includes case examples and situations that clearly illustrate the essential skills of social work practice dozens of summaries and skill building exercises as readers work their way through the book they ll get actual hands on practice in developing skills there is no other book available that gives readers the kind of hands on practice offered in this workbook

given the rapid rate of change in the workplace prospective workers need to develop new skill sets to cope and thrive in this changing economy mergers takeovers and business closings will continue to be the business norm workers with the most effective work skills will be the most likely to retain their position and even thrive in the workplace the purpose of this workbook is to provide workers and prospective workers with the requisite skills they will need to be successful in any work setting the workbook contains five separate sections to help participants learn more about themselves and the works skills that they possess that are fundamental to their ability to work effectively they will learn about the importance of these skills in the changing workplace and complete assessments and activities to define the required workplace skills and determine their skill gaps in the workplace leadership skills work stress cultural competency organizational skills

using this experiential workbook your students can practice all the steps important to social work practice the author includes case examples and situations that clearly illustrate the essential skills of generalist social work practice dozens of summaries and skill building exercises and much more as your students work their way through the book they ll get actual hands on practice in developing skills

this soft skills workbook is an excellent tool for individuals preparing to look for or start new jobs as well as individuals who are currently working but need to step back and evaluate their performance it is a practical helpful guide about acting appropriately and professionally on a job and addresses realities of the working world and how to cope with

them and not just ideal situations soft skills are the nontechnical skills and traits that an individual needs to function in the workplace they include four sets of workplace competencies oral communication skills interpersonal and teamwork skills personal qualities and work ethic and problem solving and other cognitive skills two very important soft skills addressed in this workbook are work attitude and work behavior work attitude is the way an employee feels about his or her job and the approach to the job it is internal and cannot be seen by other employees a positive work attitude is the ability to carry out job tasks and work assignments with pride work behavior is the way an employee does his or her actual job and how the job gets done it is usually a direct response to his or her work attitude it can be seen by other employees a positive work behavior includes the knowledge hard work dedication and skill put into the finished product

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skills for work is a series of four photocopyable teacher resource books to use with secondary school students who are thinking about leaving school and joining the workforce students in vocational courses and young adults already at work but who have low literacy levels of literacy each title deals with a comprehensive range of issues which young adults entering the world of work need to deal with and includes teacher led activities for use in the classroom case studies for discussion and research based activities photocopyable worksheets focusing on literacy activities related to various elements of daily life in the workplace checklists to help students monitor performance and progress and sample documents for example resume phone records application letter email enquiry

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during the 21st century social workers will increasingly use evidence based knowledge to plan implement and evaluate the quality of their own professional activities this book explores the skills needed for evidence based social work ebsw this book emphasizes the importance of applied practice critical thinking and self directed lifelong learning readers will learn the fundamentals of the ebsw skills practice them to establish beginning proficiency and then apply them to a target client group of their choosing social workers and anyone interested in practicing evidence based social work

workplace skills tools for workplace success focuses on the personal effectiveness competencies needed to meet expectations work effectively with others manage time and resources and increase your chances for career advancement personal effectiveness competencies are reviewed and modeled and then followed by practice opportunities involving realistic workplace scenarios

this workbook is a compilation of the soft skills class material i have developed over an eighteen year period i have used this material with great success and have taught soft skills in schools inner city church programs nonprofits and government funded job training programs it is a unique collection of essays exercises quotes and maxims that will give students a realistic perspective on work related expectations and the expectations of the supervisors who hire them it will help students develop their problem solving skills guide them in making appropriate decisions and create a desire to plan out goals and achieve them the workbook style is challenging and playful serious and engaging and a stepping

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