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your department or industry, can be grouped into four primary categories: organizational skills, planning and strategy skills, communication skills and people management skills. Here is a breakdown of each category with several examples.

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Overview. Description. For undergraduate/graduate Principles of Management and Management Skills courses. Help students develop ten essential management skills. With an emphasis on self assessments, Developing Management Skills gets students involved in the learning

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experience, helping them connect the theories to their own lives. Further, this text focuses on developing the ten essential skills needed for success and gives students tangible goals to work towards.

**Whetten & Cameron, Developing
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