

Career Goals and Attitudes  
What This Book Is About and How to Use It  
Choosing Career Goals  
Cooperating and Leading  
Cooperating with Others  
Taking Leadership  
Communicating  
Sending and Receiving  
Telling People How You Feel  
Controlling Your Feelings  
Making Decisions Effective and Conflicts Beneficial  
Making Decisions in a Team  
Conflict Styles and Their Uses  
Resolving Conflicts through discussion  
Applying Interpersonal Skills  
Identifying Career and Life Goals  
Getting a Job and Keeping It  
Appendices  
To the Instructor  
Tournament Rules  
Instructions and Answers for Selected Exercises

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