

# 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

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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 work 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

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