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Eleven chapters cover the following topics in the workbook as well as the instructor's guide:
understanding the employment relationship; first day

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How to Become More Business Savvy. Look beneath the surface in any situation; don't immediately accept things at face value. Pick up skills intentionally. Communication skills, in particular, contribute to savvy. Take note of things going on around you. Perceptive is another synonym for savvy. Don't be afraid to go against the herd.

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Here are a few simple ways you can become tech savvy in your career: See The Value In Digital (ASAP) If you find yourself constantly in fear of or rejecting new platforms and software, it might be worth it to

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change your perspective. Some people aren't that tech savvy simply because they aren't open to change or doing things a different way.

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Lesson 1: Job Search Savvy. Introduction. Whether you're looking for your very first job, a different position in your field, or planning to switch to a new career, searching for a job can be a big challenge. While there's no easy way to find a job, ...

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Political Savvy The ability to exhibit confidence and professional diplomacy, while effectively relating to people at all levels internally and externally. Key Behaviors

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Succeeding on any job isn't simple. Most people get

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fired at least once during their working lives. Many others are unhappy or underemployed, have conflicts with bosses or coworkers, or are passed over for raises and promotions. Job Savvy is about keeping a job and getting ahead.

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