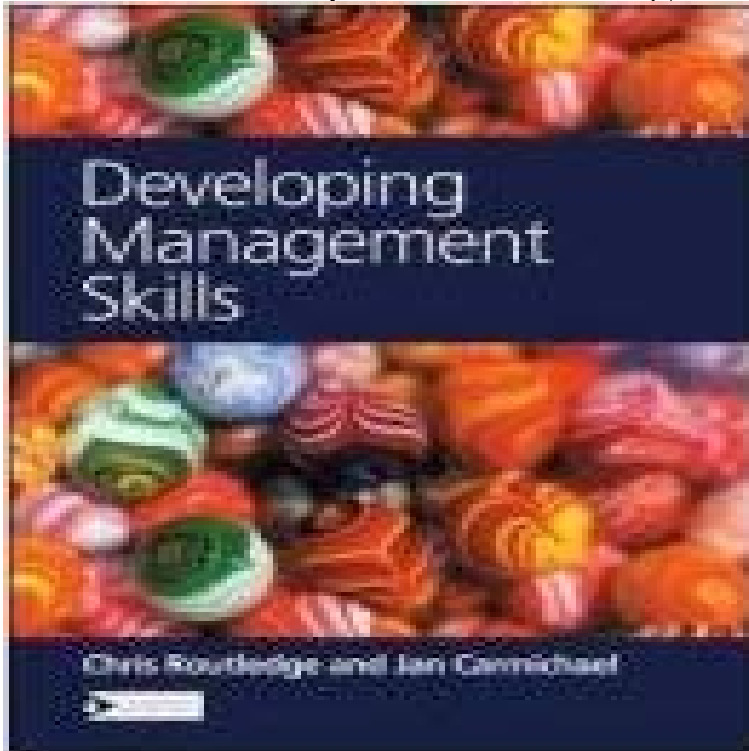


Personal Development and Management Skills



Personal Development and Management Skills focuses on the learning processes that underpin skills development, whether personal, professional or management skills. Written in an engaging and accessible way, this text provides a framework that can be used in different situations to facilitate a wide range of skills. It is a practical book, informed by both professional practice and academic research. This is an essential text, ideal for anyone studying personal or professional development or management skills as part of Business and Management degrees and MBAs. Each chapter includes sample exercises which will enable you to get involved, test out ideas and personalise the skills development process for yourself. Other features to enhance learning include objectives, summaries, points for thought, further reading and resources, case studies and examples.

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