



Workplace Basics, Training Manual (The Jossey-Bass Management Series, Astd Best Practices Series)

Anthony P. Carnevale, Leila J. Gainer, Ann S. Meltzer

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Presents the findings of a three-year ASTD/U.S. Department of Labor nationwide study on how to develop a skilled workforce capable of meeting today's business requirements. Explains how to implement training programs that develop the new basic skills workers will need.

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