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By Seema Sanghi

Response Books, New Delhi, India, 2007. Paperback. Book Condition: New. Second Edition. From the Foreword by Udai Pareek, Even though the need for self-development and increasing the level of excellence and effectiveness is high, people do not have enough time for self-study, nor for attending courses being offered. Moreover, people may like to go at their own pace, select the time they can find to devote to self-development, and choose the areas more relevant to them at that time. The present volume seems to fulfil these needs to help the readers to pick up the areas they are more concerned with. Seema Sanghi has simplified the various concepts and theories in the form of practical hints for increasing excellence of various personal and interpersonal skills. However busy an individual may be, he or she can use the book to review his/her level of effectiveness, and use the tips to enhance it. The second edition of this enormously successful book is packed with more ways to maximize your potential with added sections on self-evaluation. This edition contains more mirror image questionnaires covering a wider scope of multiple managerial competencies, including creativity and innovation. The book contains six pilot-tested modules each with...



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