Practical problem-solving skills in the workplace

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Abstrak

Problem-solving skills to identify and resolve work-related problems and improve job performance. With the increasing emphasis on initiative in the workplace, it?s essential to know how to recognize, define, and analyze problems and then develop workable solutions to correct them. This book provides all the skills needed to achieve this, including a problem-solving tree. Readers will learn how to: ? Evaluate your own problem-solving strengths and weaknesses ? Use problem-solving skills to identify and resolve work-related problems and improve your job performance ? Track the steps you need to solve work-related problems with the Problem-Solving Tree. This is an ebook version of the AMA Self-Study course. If you want to take the course for credit you need to either purchase a hard copy of the course through amaselfstudy.