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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 on the job; making a good impression; punctuality and attendance; learning to do the job; knowing oneself; getting along with the supervisor; getting along with other workers; problem-solving skills; ethics and doing the right thing;

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constantly in fear of or rejecting new platforms and software, it might be worth it to 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.

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Succeeding on any job isn't simple. Most people get fired at least once during their working lives. Many others are unhappy or

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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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