



**Professional Development Series Book 3 The
Workplace: Personal Skills for Success
(Professional Development (Career Education))**

Joseph Pace

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Dr. Joe Pace and his Professional Development Series inspire career confidence and success.

Developed by Dr. Joe Pace and incorporating the same material he has used to guide thousands of students and to train hundreds of instructors across North America, The Professional Development Series is designed to teach the personal skills that lead to college, job, and career success.

The result? Confident, motivated students who have the goals and skills to succeed in your program and in their chosen careers.

Time management and stress management come to mind when we talk about Personal Skills for Success and in Book 3 students develop and practice these skills. Students are also encouraged to reflect on their personal values as they establish goals for the future and develop a plan to achieve those goals. Communicating, presenting ideas and concepts as well as thinking critically and creatively are also covered.

Each of the four books of the Series can stand-alone or be purchased in a discounted package with the other texts.

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