



Skills for Success

Personal Development and Employability

3rd edition
Stella Cottrell
Macmillan International Higher Education

Read more online at <http://www.macmillanihe.com/t/9781137426529/>

Ebook	9781137426536	\$21.99
Paperback	9781137426529	\$25.99

Whatever stage your students are at, it's never too soon for them to be thinking about their future. Competition for jobs is fierce, and having a degree is no longer enough. This indispensable guide helps students to create their own personal development programme and develop the skills and capabilities required by today's employers. Step by step, it takes students from the initial stages of setting goals and defining success through to the application process for their dream job. Internationally acclaimed study skills author Stella Cottrell provides students with the ingredients they need to create their own recipe for success. This versatile resource is ideal for students on personal development modules from foundation through to postgraduate level. It can also be used independently by students from all disciplines.

TABLE OF CONTENTS

Introduction: Taking Charge of your Life, Learning and Career
PART I: SELF-MANAGEMENT
 1. The Vision: What does 'Success' Mean to You?
 2. Know Yourself
 3. Understanding your Personal Performance
 4. Successful Self-Management
PART II: PEOPLE AND TASKS
 5. People Skills
 6. Successful Problem-Solving and Task Management
PART III: EXTEND YOUR THINKING
 7. Thinking Outside of the Box
 8. The Art of Reflection
PART IV: EMPLOYABILITY: ENHANCING YOUR CAREER PROSPECTS
 8 more...

FEATURES

- Covers topics such as self-management, team work, problem-solving, lateral thinking and employability
- Shows students how their existing skills translate to the workplace
- Contains a wealth of activities, checklists and resources
- Packed with top tips from current students and recent graduates
- Companion website with downloadable material from the book, ready for students to adapt for their own use