Knowing how to get along with others, resolve workplace conflict, manage relationships, communicate well, and make good decisions are all critical skills all students need to succeed in career and in life. Human Relations is not an organizational behavior; rather, it provides a good baseline of issues students will deal with in their careers on a day-to-day basis. It is also not a professional communications, business English, or professionalism textbook, as its focus is much broader — on general career success and how to effectively maneuver in the workplace.
2. Achieve Personal Success

3. Manage Your Stress

4. Communicate Effectively

5. Be Ethical at Work
6: Understand Your Motivations

7: Work Effectively in Groups

8: Make Good Decisions

9: Handle Conflict and Negotiation
10: Manage Diversity at Work

11: Work with Labor Unions

12: Be a Leader

13: Manage Your Career