EMPLOYEE TRAINING

Skills Employees Can Use Today and Throughout Their Career for Overall Effectiveness

Abstract

This training workbook contains five basic areas that employees should become familiar with to improve their job efficiency and effectiveness. Within these areas are many categories that range from time management to do's and don'ts at the workplace. In the end, the employee shall have a clear grasp of how they 1) perform at work and 2) should respond to situations where both items affect the workplace and growth of the company.

Contents