

# BUSINESS AND MANAGEMENT REVISION WORKBOOK



Paul Hoang



THIS REVISION WORKBOOK CONTAINS A  
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FOR USE WITH THE IB DIPLOMA PROGRAMME

# **Paul Hoang Business And Management Revision Workbook**

**A Gutmann**



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with emphasis on critical skills development for the workplace and ongoing career development Break down and evaluate the five main areas of Personal Development Intercultural Understanding Effective Communication Thinking Processes and Applied Ethics in both business and personal contexts Ensure understanding of how the five main areas and the personal and professional skills link to the reflective project Engage students with action based chapters with activities divided into three categories thinking doing and reflecting Develop attitudes skills and strategies to be applied to personal and professional situations and contexts now and in the future Support visual learners with an infographic at the start of each chapter relating to the themes of the chapter Feel supported with detailed introductory advice on how to approach the Personal and Professional Skills course

**Oxford Textbook of Geriatric Medicine** Jean-Pierre Michel, B. Lynn Beattie, Finbarr C. Martin, Jeremy D. Walston, 2018 The third edition of the definitive international reference book on all aspects of the medical care of older persons will provide every physician involved in the care of older patients with a comprehensive resource on all the clinical problems they are likely to encounter as well as on related psychological philosophical and social issues

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