

STUDY & CAREER MANAGEMENT RESOURCES

(a selection of books available at the Central Personnel Library)

Brain-based executive education / Jocelin Kagan assisted by Andrea Böhmert (2005) shelf nr. 658.4071245

Build your personal brand / Sampson, Eleri (2003) – shelf nr. 650.1

Building your CareerPortfolio / Poore, Carol A. (2001) – shelf nr. 650.1

Career counselling and guidance in the workplace / Coetzee, Melinde (2007) – shelf nr. 331.702

Career management & development / Hinrichs, Karen (2000) – shelf nr. 658.3124

Career planning in the 21st century / Coetzee, Melinde (2006) – shelf nr. 650.14

Career psychology in the South African context / Stead, Graham B. (editor) (2nd ed. 2006) – shelf nr. 331.7020968

Careers : an organizational perspective / Schreuder, A. M. G. (3rd edition, 2006) – shelf nr. 650.14

Competency-based resumes / Kessler, Robin (2005) – shelf nr. 650.142

Course finder 2006/2007 / Mindmuzik Media (2006) – Reference shelf nr. 378.68

Creating your skills portfolio / Straub, Carrie (1997) – shelf nr. 650.14

Developing workplace skills : how to get your first job and keep it / Lynn Coleman (2000) – shelf nr. 650.14

Experiential learning : preparing learners for experiential learning / Wessels, Marius (2005) – shelf nr.370.1130968

Jobfile South Africa 2005 : the essential careers handbook (2005) – Reference shelf nr. 331.7020968

Learn for your life : a blueprint for continuous learning / Knasel, Eddy (2000) – shelf nr. 374

Leer om te leer- en presteer met eksamenvernuf! / Mathews, Michael (1988) – shelf nr. 371.302812

Making work experience count / Longson, Sally (1999) – shelf nr. 650.14

Managing your learning / Squires, Geoffrey (2002) – shelf nr. 371.30281

Planning my future : a strategy for a successful career / Nelson, Diane (2003) – shelf nr. 331.7020968

Power of focus for college students / Hewitt, Les (2005) – shelf nr. 378.198

South Africa works: everyone's guide to understanding skills development in S.A. / Cloete, Harlan C.A. (2005)
– shelf nr. 331.25920968

Successful interview skills / Corfield, Rebecca (2006) – shelf nr. 650.144

Superlearning 2000 / Ostrander, Sheila (1996) – shelf nr. 153.15

True professionalism: the courage to care about your people, your clients and your career / Maister, David H.
(1997) – shelf nr. 650.1

The ultimate career guide , (4th edition, 2006) – Reference shelf nr. 331.7020968

Winning at work / Lemmer, Eleanor (1996) – shelf nr. 650.1082

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