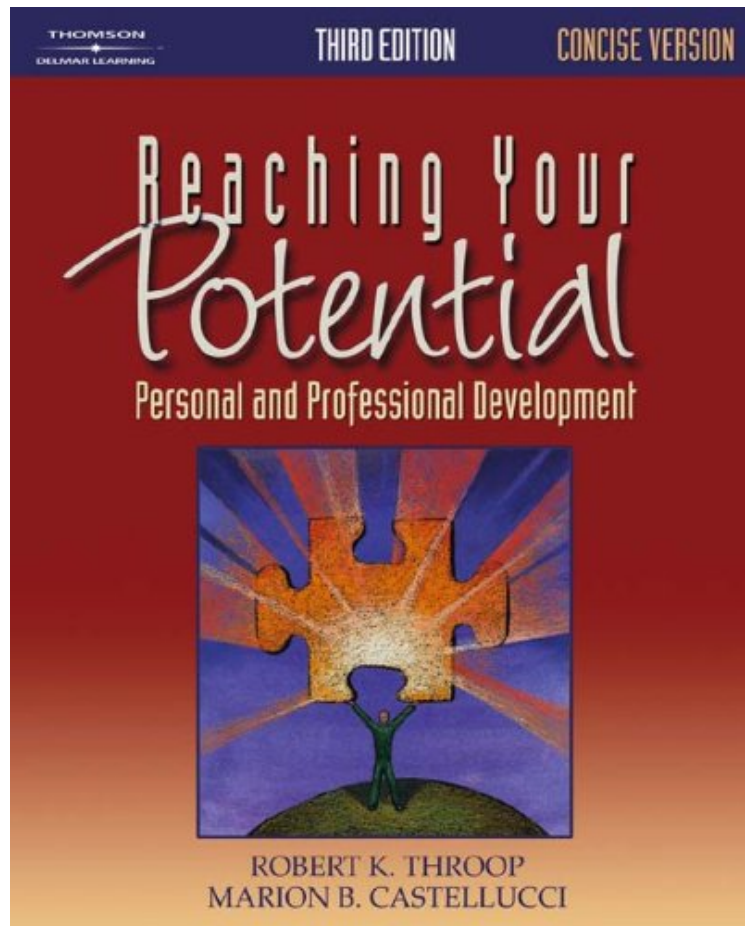


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Reaching Your Potential: Concise Version (Third Edition)

Robert K. Throop, Marion B. Castellucci

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Reaching Your Potential, Concise Edition, is designed for short courses or for those instructors who prefer a shorter text. Similar to the previous edition, this revised text uses a holistic approach to personal development. Readers are

actively involved in improving their intellectual, emotional, physical, and social potential with specific learning experiences. Based on the concept that self-belief is the foundation for success, the text offers interesting pedagogic features to help readers develop a positive understanding of their strengths. The "Whatever It Takes" features profile individuals who have overcome difficulties and achieved success in their lives, providing motivational stories that students can relate to. A new feature, "For You to Consider", presents the reader with high-interest topics related to chapter content and directs them to the internet to do additional research. The text has been updated to include a new approach to problem solving; new material on the USDA Dietary Guidelines and Food Guide Pyramid; new sections on cell phone do's and don'ts and the norms of classroom behavior; and new material on coping with stress. Updated information on preparing resumes and career portfolios and using email to send cover letters and resumes makes this text an invaluable resource for students.

Many people advocate life long learning and the process of reaching your full potential, but generally no one knows how to do that. This book is designed for individuals from middle school to retirement age and provides them with step by step assessments, worksheets and exercises to reach their potential.

About the Author Robert K. Throop is the former Corporate Director of Education for ATE Enterprises. With over 35 years of experience in education, spanning the elementary to graduate school levels, he is presently the Chief Academic Officer for ITT Educational Services Inc. Robert Throop and Marion Castellucci have helped thousands of adults to discover their strengths, develop their goals, and reach them.

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