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Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Skills for the Workplace Programme

Introduction to UWTSD Online Library

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives



www.uwtسد.ac.uk

UWTSD Online Library

The **UWTSD Online Library** subscribes to a number of journals and databases, as well as carrying a large stock of books and ebooks containing pertinent and up to date information for you to use in your assignment research.

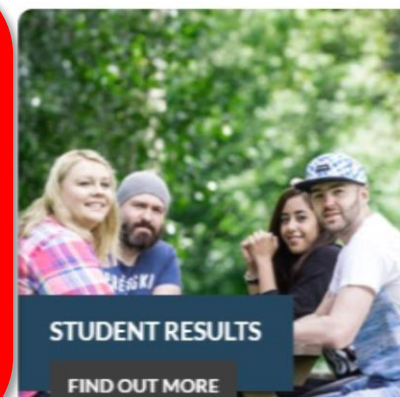
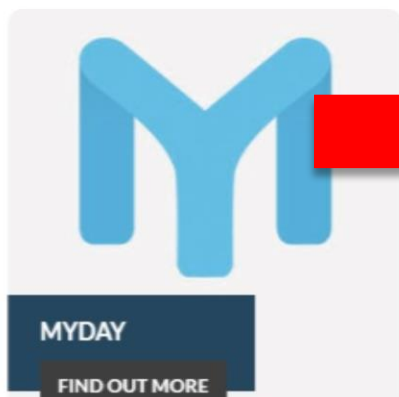
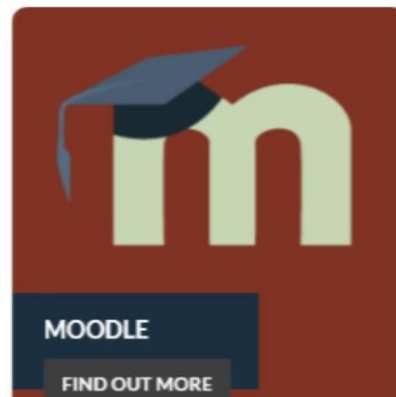
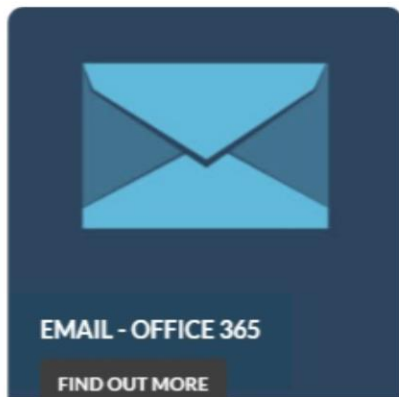
Go to the UWTSD homepage <http://www.uwtسد.ac.uk/> and click on **QUICK LINKS** at the top of the page.

Then click on the Library and Learning Resources tile

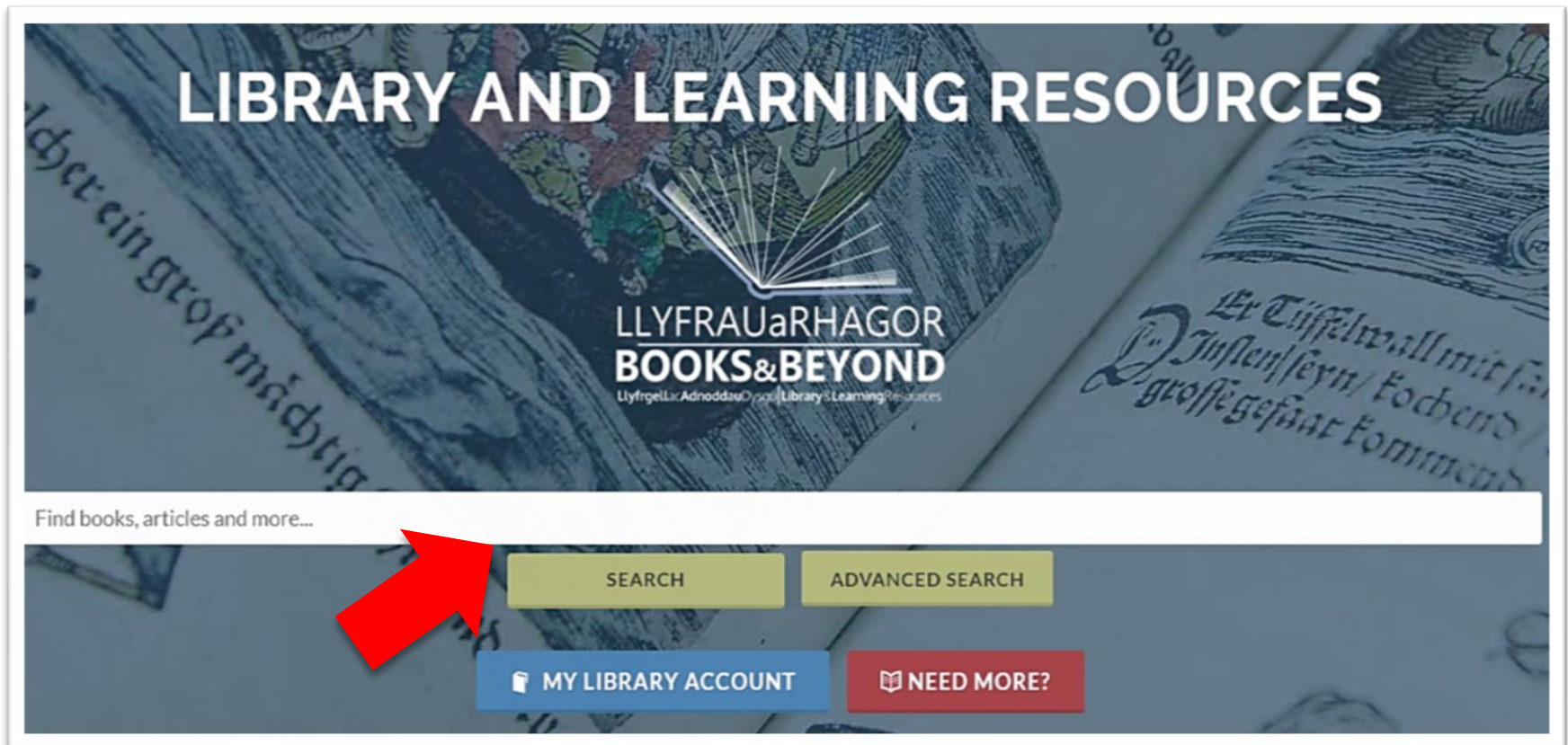


UWTSD Online Library

Scroll down to the **Library and Learning Resources** tile and click on it.



Searching the Online Library



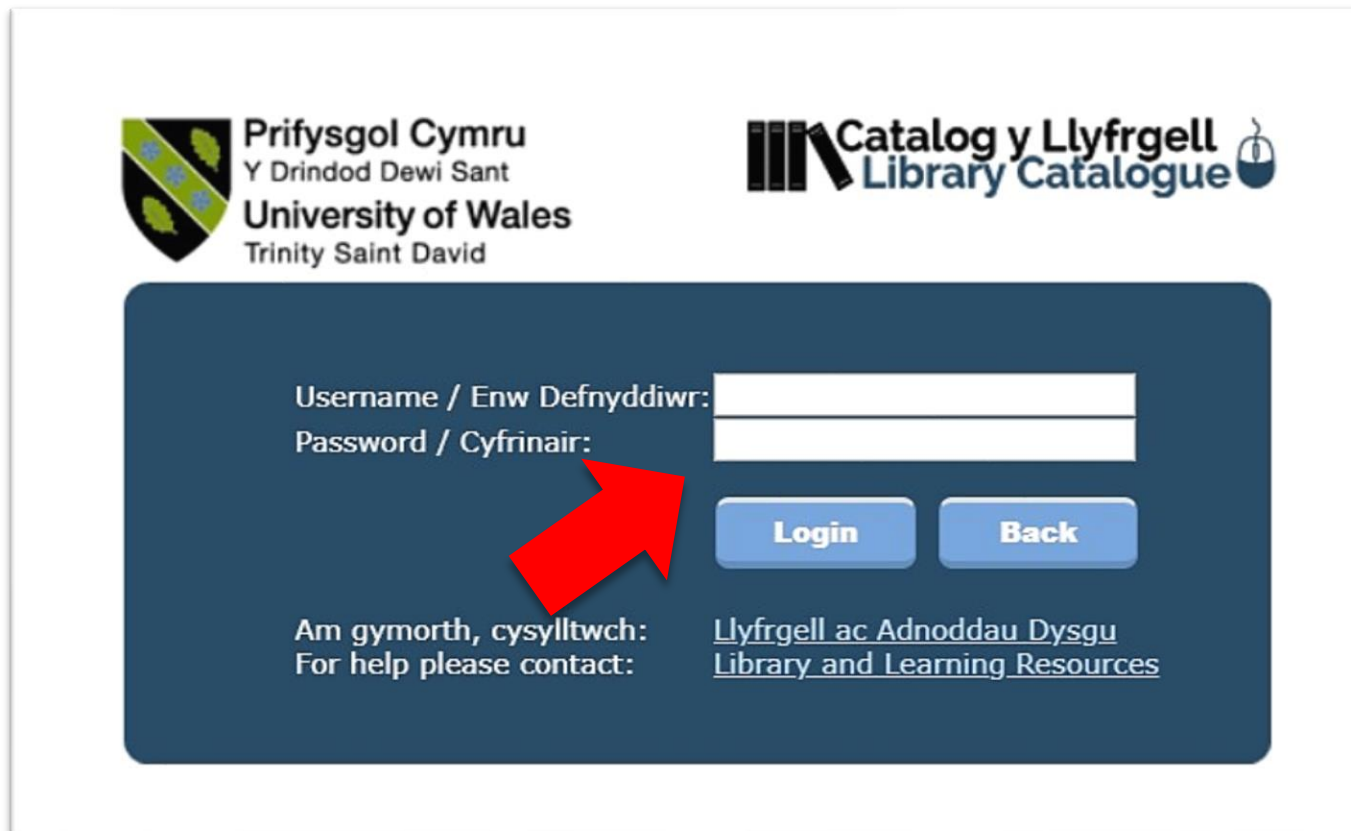
Searching the Online Library

- You can now conduct a basic search directly from the Library homepage - rather like Google. However, signing in and conducting a more focused search is likely to yield more suitable results for you.
- Click on **My Library Account** on the Library homepage under the Search bar



Searching the Online Library

Sign in with your student number and your usual password.



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Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Catalog y Llyfrgell
Library Catalogue

Username / Enw Defnyddiwr:

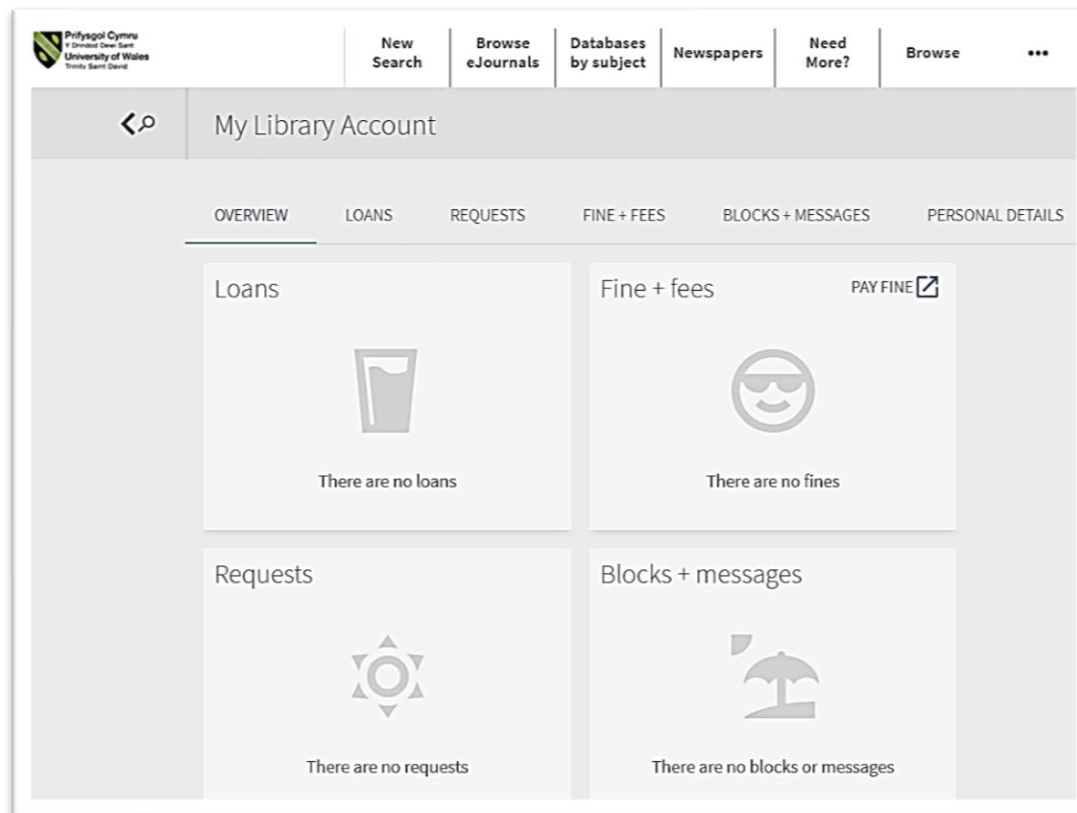
Password / Cyfrinair:

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Am gymorth, cysylltwch:
For help please contact: [Llyfrgell ac Adnoddau Dysgu](#)
[Library and Learning Resources](#)

Searching the Online Library

Your Library account page looks like this



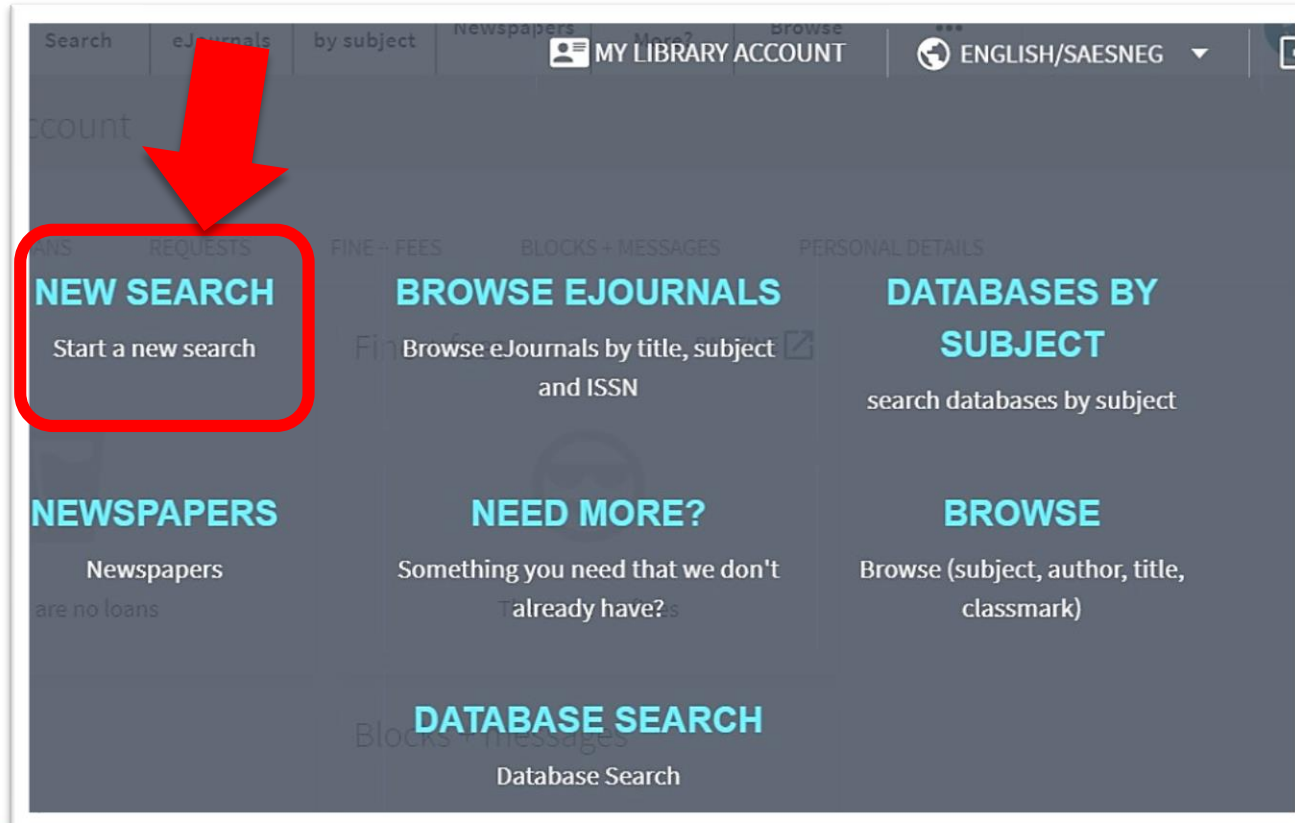
Searching the Online Library

*If you look at the top bar, you will see a number of options.
Click on the 3 dots on the end square.*



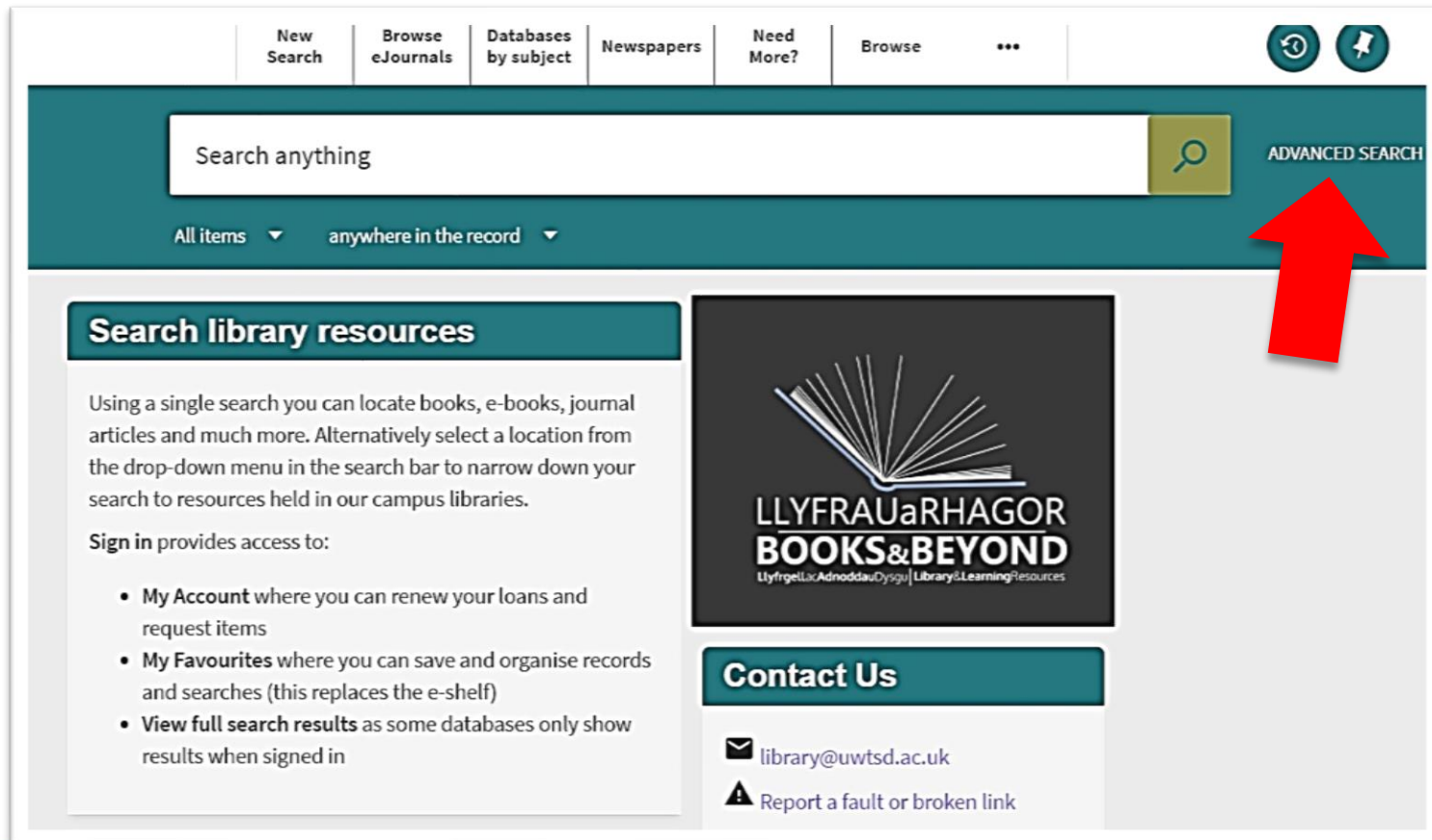
Searching the Online Library

This gives you a number of options on a much larger page where everything is easy to see



Searching the Online Library

This is the new Search page



The screenshot shows the new Search page interface. At the top, there is a navigation bar with links: New Search, Browse eJournals, Databases by subject, Newspapers, Need More?, Browse, and a menu icon. On the right of this bar are two circular icons: a refresh icon and a pin icon. Below the navigation bar is a large teal search bar with the placeholder text "Search anything" and a magnifying glass icon. To the right of the search bar is a link labeled "ADVANCED SEARCH", which is highlighted by a large red arrow. Below the search bar are two dropdown menus: "All items" and "anywhere in the record". The main content area is divided into two columns. The left column has a header "Search library resources" and contains text explaining the search functionality, a "Sign in" link, and a list of features: "My Account", "My Favourites", and "View full search results". The right column features a logo for "LLYFRAUaRHAGOR BOOKS&BEYOND" and a "Contact Us" section with an email address and a link to report a fault.

New Search Browse eJournals Databases by subject Newspapers Need More? Browse ...

Search anything

ADVANCED SEARCH

All items anywhere in the record

Search library resources

Using a single search you can locate books, e-books, journal articles and much more. Alternatively select a location from the drop-down menu in the search bar to narrow down your search to resources held in our campus libraries.

Sign in provides access to:

- **My Account** where you can renew your loans and request items
- **My Favourites** where you can save and organise records and searches (this replaces the e-shelf)
- **View full search results** as some databases only show results when signed in

Contact Us

library@uwtsd.ac.uk

Report a fault or broken link

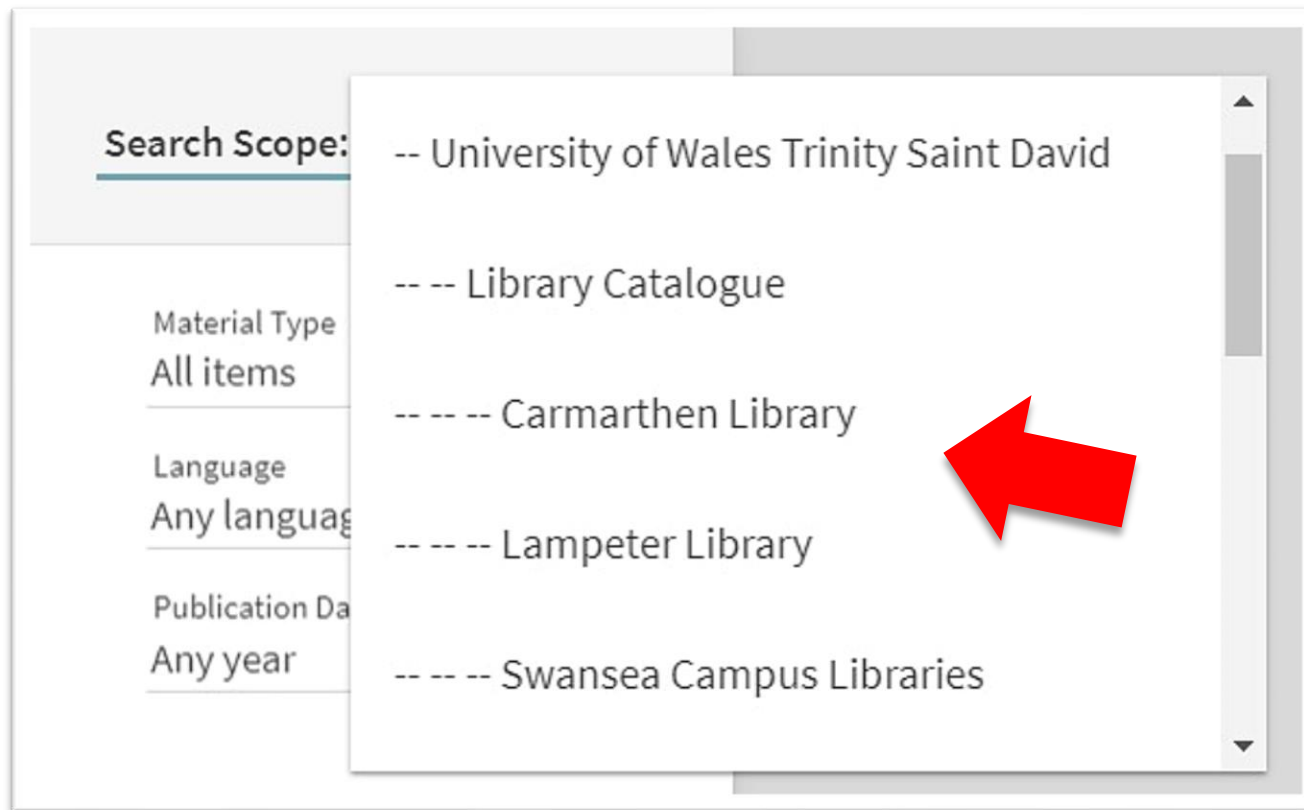
Searching the Online Library

Clicking on Advanced Search in the right-hand corner opens up more options for you.

The screenshot shows the search interface of the University of Wales Trinity Saint David online library. At the top, there are two radio buttons for 'Search for:'. The first is selected and labeled 'University of Wales Trinity Saint David'. The second is labeled 'WHELF Search'. To the right, 'Search Scope:' is set to 'Everything' with a dropdown arrow. Below this, there are two search criteria rows. The first row has 'Any field' and 'contains' dropdowns followed by a text input field. The second row has 'AND' and 'Any field' dropdowns, followed by 'contains' and another text input field. To the right of these are three filters: 'Material Type' set to 'All items', 'Language' set to 'Any language', and 'Publication Date' set to 'Any year', each with a dropdown arrow. At the bottom left, there is a '+ ADD A NEW LINE' button.

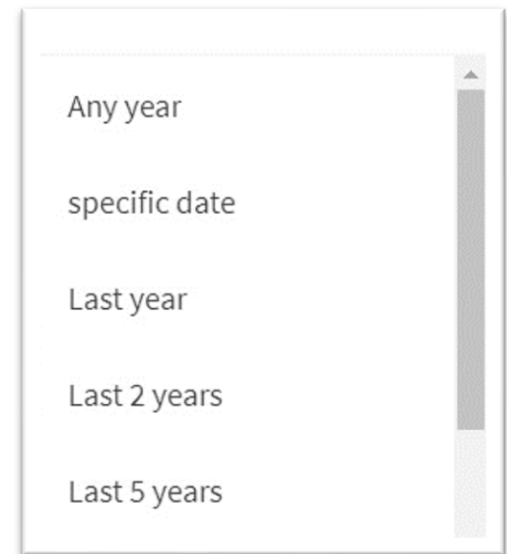
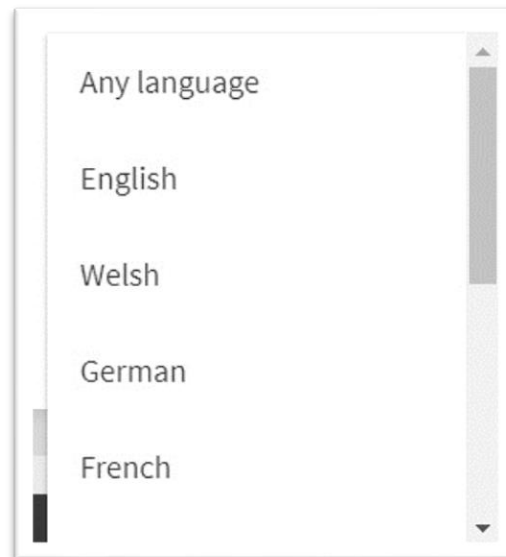
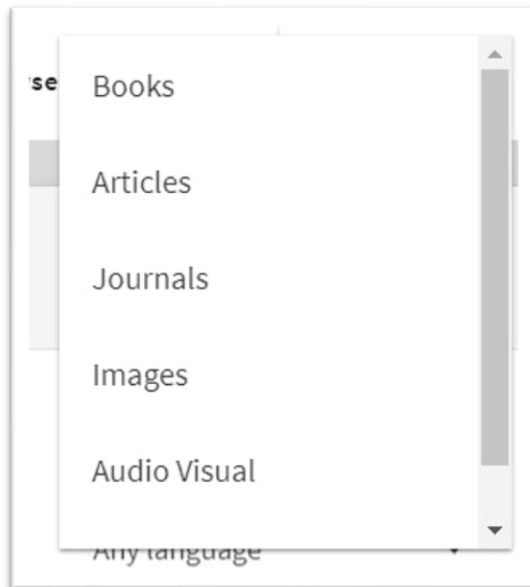
Searching the Online Library

Search Scope allows you to choose where to search



Searching the Online Library

You can easily select the type of materials, language and date of publication here.



Searching the Online Library

You can specify the fields of your search here.

Any field ▼

is (exact) ▼

OR ▼

Author/creator ▼

contains ▼

NOT ▼

Title ▼

starts with ▼

+

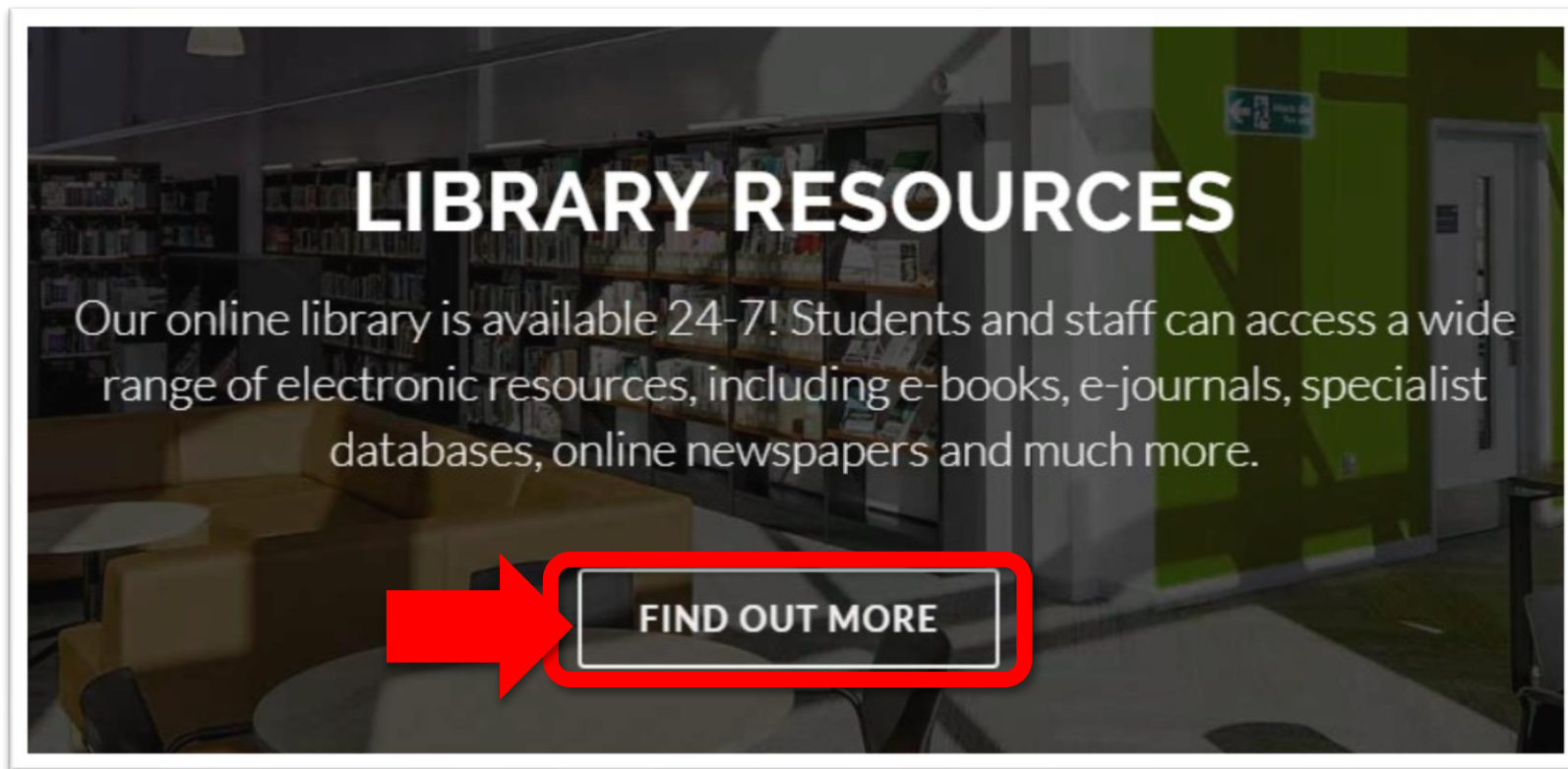
ADD A NEW LINE

↺

CLEAR

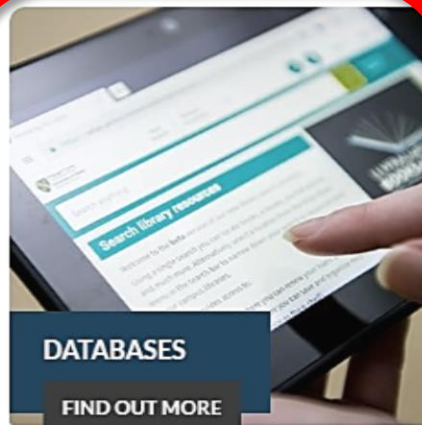
UWTSD Library Databases

Scroll down the Library homepage and click on **Find Out More** under Library Resources.



UWTSD Library Subject Databases et al

The **UWTSD Library** subscribes to a number of **databases** which are arranged by **subject** - and you can now also search ejournals, newspapers and ebooks as well as an A-Z of Resources available - plus Open Access resources which don't need a login. Click on Databases first.



UWTSD Library Databases

Scroll down the page and click on
Business, Management & Law

For more information, please see the Full Text Guide at the bottom of this page.

● Full text ● Some full text ● Index / Abstracts only

▼ Anthropology

▼ Archaeology

▼ Architecture, Built & Natural Environment

▼ Art & Design

▼ Business, Management & Law

UWTSD Library Databases

There are a large number of databases to choose from.....

▼ Business, Management & Law

ABI/INFORM Complete

The most comprehensive ABI/INFORM™ database, this comprises ABI/INFORM Global, ABI/INFORM Trade and Industry, and ABI/INFORM Dateline. The database features thousands of full-text journals, dissertations, working papers, key business and economics periodicals such as the Economist, country-and industry-focused reports, and downloadable data. Its international coverage gives researchers a complete picture of companies and business trends around the world.

Business Source Complete

The world's largest full text business database, Business Source Complete provides full text for nearly 3,300 scholarly business journals, including full text for more than 1000 peer-reviewed business publications.

IDS [HR and Employment Law]

IDS provides information and analysis on employment law and practice in the UK. Their publications and electronic information services have been used by thousands of businesses, and by government, trade unions, and employment tribunals, for over 45 years.

JSTOR

Full-text journal archive service providing back runs of all the scholarly journals currently available in JSTOR. Recent volumes are excluded, usually the last 3-5 years.

Marketline

Providing accurate, up-to-date information on companies, industries and countries across the world.

NewsBank

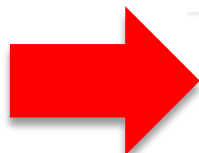
Provides access to full-text content of local and regional UK and Ireland newspapers from 1980 to the present day.

Oxford Scholarship

An online library offering access to academic works from Oxford University Press. From here you can access the full text of a number of Business & Management, Economics & Finance and Law titles.

UWTSD Library Databases

There are a large number of databases to choose from.....



[ProQuest Central](#)

Access databases from all major subject areas , including business, health and medical, social sciences, arts and humanities, education, science and technology, and religion. The collection includes thousands of full-text scholarly journals, newspapers, magazines, dissertations, working papers, and market reports all together on a powerful, user-friendly platform.

[PsychArticles](#)

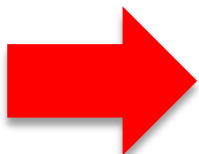
is a psychology database of full-text articles from journals published by the American Psychological Association, the APA Educational Publishing Foundation, the Canadian Psychological Association, and Hogrefe Publishing Group.

[Science Direct](#)

Thousands of articles from Elsevier books and journals on subjects including physical sciences and engineering, life sciences, health sciences and social sciences and humanities.

[SOL - Sustainable Organization Library](#)

Contains more than 10,000 individually searchable chapters, case studies and journal papers drawn from more than 800 book and journal volumes published by Greenleaf Publishing and a number of partner organizations.



[UK Data Service](#) [Athens resource - use your UWTSD IT login and password]

The UK Data Service is a comprehensive resource funded by the Economic and Social Research Council and delivered by the UK Data Service to support researchers, teachers and policymakers who depend on high-quality social and economic data.

[Westlaw](#)

Online legal research service delivering case law, legislation, journals, books, news & business information and current awareness.

UWTSD Library Databases

When you click on a database, you will be asked to login to the library if you are not already logged in. *Use your student number and your usual password.*



Online Library - Llyfrgell Ar-Lein

Please log in - Mewngofnodwch

Username/Enw defnyddiwr:
Password/Cyfrinair:



To use the Online Library resource please sign in with your University username and password. These are the same details you use to access Moodle or the computers while on campus.

UWTSD Library Databases

Some databases that might be of particular value to your research in the Skills for the Workplace Programme are...

ABI/INFORM Complete

The most comprehensive ABI/INFORM™ database, this comprises ABI/INFORM Global, ABI/INFORM Trade and Industry, and ABI/INFORM Dateline. The database features thousands of full-text journals, dissertations, working papers, key business and economics periodicals such as the Economist, country-and industry-focused reports, and downloadable data. Its international coverage gives researchers a complete picture of companies and business trends around the world.

Business Source Complete

The world's largest full text business database, Business Source Complete provides full text for nearly 3,300 scholarly business journals, including full text for more than 1000 peer-reviewed business publications.

Marketline

Providing accurate, up-to-date information on companies, industries and countries across the world.

Marketline Database

Marketline Sectors ▾ Companies Geographies Databases ▾ Analysis ▾ Search 🔍 👤 ▾ 🔍 ▾

Welcome to MarketLine University of Wales Trinity Saint David :

Use the search box below to access **2,676,697** Intelligence Reports & Analysis

Type keyword All Research 🔍 Search

Browse by Sector
Refine content by 19 core sectors

Browse by Company
Key facts, data, and analysis for over 100,000 companies

Browse by Geography
Refine content by region or country

Browse by Database
City, Country, and Industry Statistics

Browse by Content Type
Explore MarketLine's Industry, Company, and Geography focused reports and data

Theme Reports + More

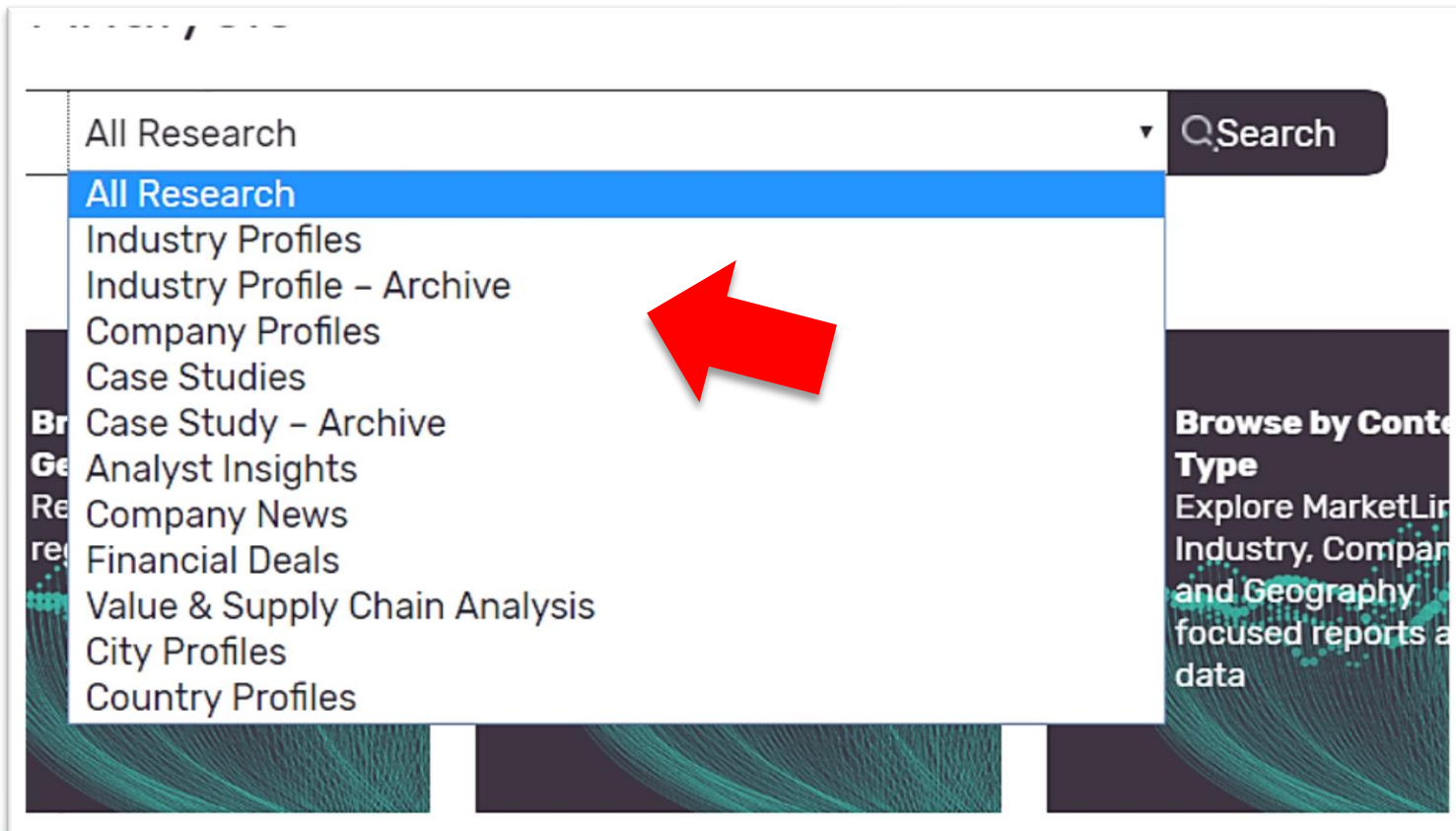
Case Studies + More

Deals + More

News + More

Marketline Database

You can refine your search parameters



Business Source Complete



Searching: **Business Source Complete** | [Choose Databases](#)

Keyword ▾

Enter any words



Search



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[Advanced Search](#)

[Search History](#)

Browse:

Author

Browse the author index...

Business Videos

Harvard Faculty Seminar Series...

Company Information

Detailed company information ...

Company Profiles

Detailed company information and analysis...

Industry Profiles

Overview, market value...

Market Research Reports

Market insight, emerging trends...

You can refine your search parameters or conduct a wide search



Scroll down the library homepage again to the information about **Student Essentials, Help and Support** and click on **Student Essentials**

STUDENT ESSENTIALS, HELP AND SUPPORT

The Library and Learning Resources service of the University of Wales Trinity Saint David aims to support all members of the University by providing information services of high quality and by meeting the learning resource needs of all its students, staff and researchers.

Visit us for help with finding information both online and in print, to access a PC or to find a place to study.

Our Libraries offer a range of study spaces to suit your needs and our friendly and knowledgeable staff are on hand to provide guidance and support.

STUDENT ESSENTIALS

HELP AND SUPPORT

You will find even more information here to help you.

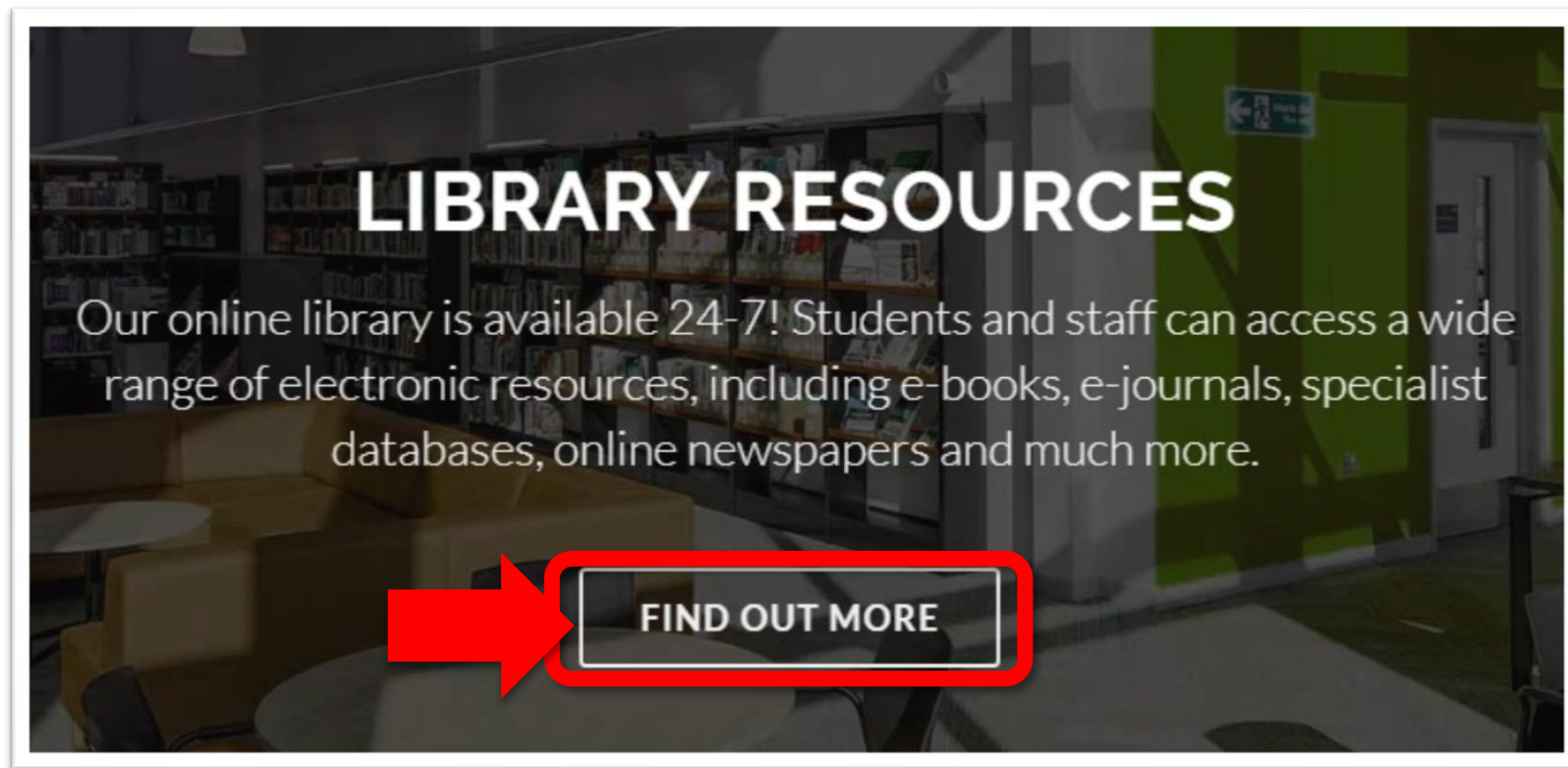
Student Essentials

These pages are designed to provide you with the most important information you'll need to support your studies; from Referencing Handbooks to getting support finding resources and managing your online presence.



UWTSD Library Resources

Scroll down the Library homepage and click on **Find Out More** again under Library Resources.



eBooks

Library Resources

Students of UWTSD and Coleg Sir Gâr can access a wide range of resources from our online library, including e-books, e-journals, specialist databases, online newspapers and much more. We are also able to provide access to online resources for students at partner institutions.

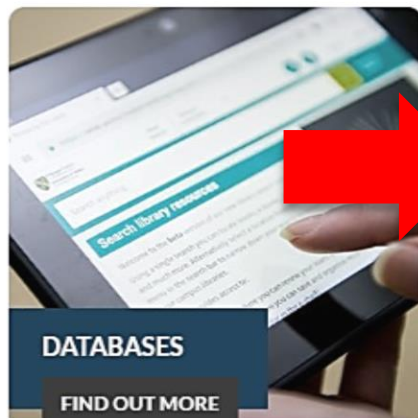


LLYFRAUaRHAGOR
BOOKS&BEYOND
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A-Z RESOURCES

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DATABASES

FIND OUT MORE



E-BOOK COLLECTIONS

FIND OUT MORE



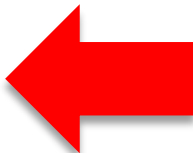
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[Brill E-books: Classical Studies](#)

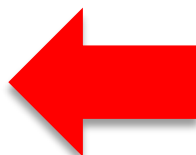
A searchable full-text database of scholarly books in Classical Studies.

[Brill Reference](#)

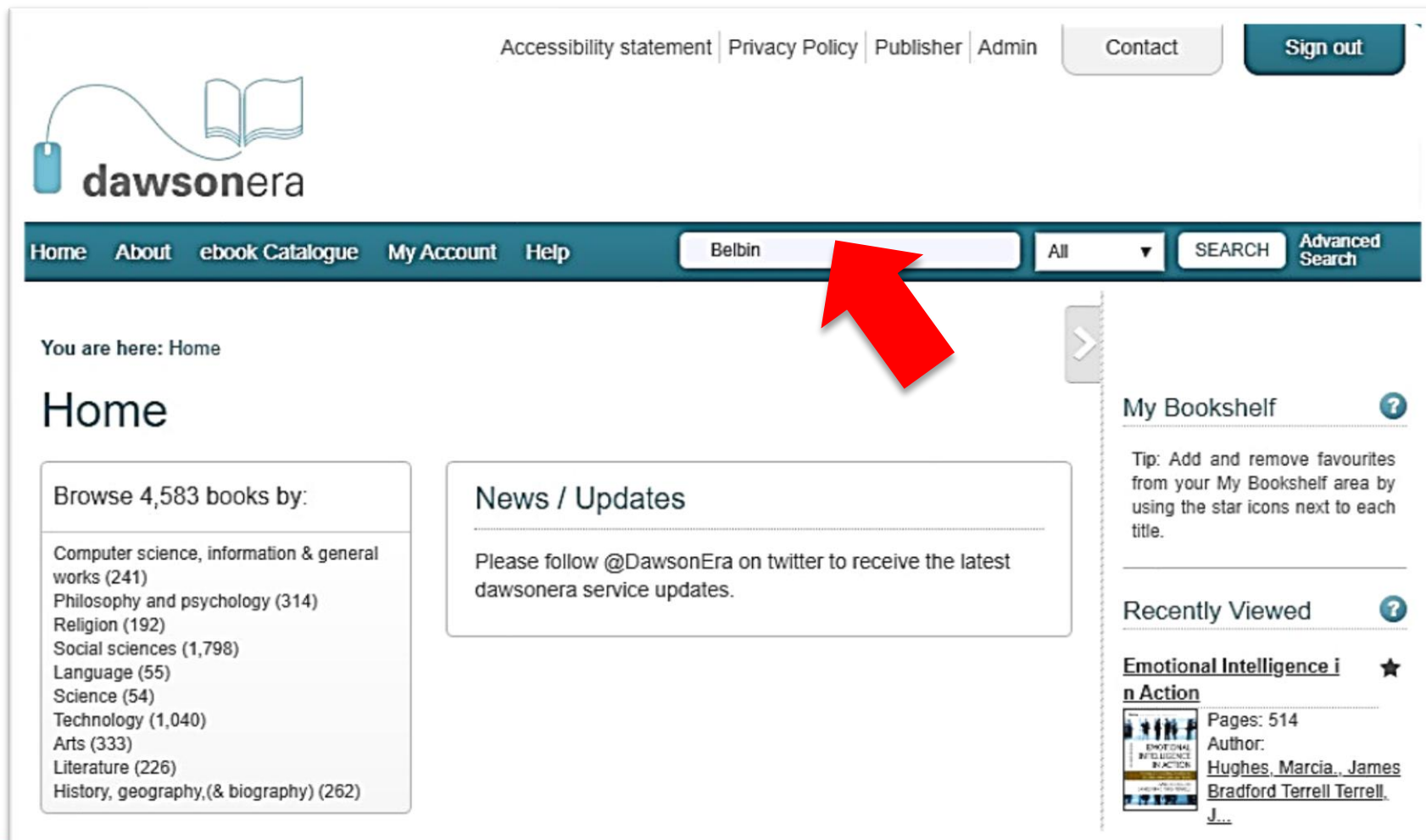
Includes: Encyclopaedia of Islam; Jacoby Online (Fragmente der Griechischen Historiker); New Pauly (encyclopedia of the classical world); Supplementum Epigraphicum Graecum online.

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- Religion (192)
- Social sciences (1,798)
- Language (55)
- Science (54)
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- Arts (333)
- Literature (226)
- History, geography, (& biography) (262)

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Emotional Intelligence in Action ★

Pages: 514
Author: Hughes, Marcia, James
Bradford Terrell Terrell, J...

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All SEARCH Advanced Search

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Search Results

Refine:

Library availability:

☒ Owned by my library

Recently added ebooks:

☐ Added in the last 30 days

Format:

☒ PDF (6)

☒ EPUB

Year of publication:

2006 - 2013

Reset Update

Refine Search by:

Categories

List of Search Results

6 results Sort: Relevance



Management Teams

Description

* Benefit from Belbin's own experience of putting the Team Roles method into practice * Succinct and practical information to enable managers to make a real difference in the workplace * Real-life case studies show how to apply the theory in practice Meredith Belbin's unique and widely-rea ...

Pages: 205
Author: [R. Meredith Belbin](#)
Publisher: [Routledge Ltd](#)

Download ebook Read online



Team Roles at Work

Description

Belbin's renowned Team Role theory is a familiar concept for managers and management trainers across the world

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Publisher: [Pfeiffer](#)



Team Roles at Work

Pages: 163
Author: [R. Meredith Belbin](#)
Publisher: [Routledge Ltd](#)



Management Teams

Pages: 205
Author: [R. Meredith Belbin](#)
Publisher: ...

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Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

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Discover a wide range of journals, ebooks, and research reports in the field of sustainability. The subjects of resilience and sustainability are explored broadly, covering research on environmental stresses and their impact on society.

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Carbon footprint	Environmental history	Natural resources	Transportation planning
Climate change policy	Environmental law	Nature conservation	Urban development
Conservation biology	Food security	Population geography	Waste management

Just Browsing?

If you look at the top bar, you will see a number of options.

Click on Browse



Browse by subject

The screenshot shows a library search interface. At the top, there is a search bar with the text 'team working' and a magnifying glass icon. To the left of the search bar is a dropdown menu labeled 'Browse by subject'. A large red arrow points from the search bar towards the search results. Below the search bar, there is a link that says 'CLICK TO SUBJECTS BROWSE LIST'. The search results are displayed under the heading '6 Results'. The first result is a book titled 'Developing multiprofessional teamwork for integrated children's services : research, policy and practice' by Angela Anning 1944-. It is available at Carmarthen Library Main Collection (362.7 DEV). The second result is a book titled 'Effective teambuilding : how to make a winning team' by John Eric Adair 1934-. It is available at Carmarthen Library Main Collection (658.4092 ADA) and other locations. This second result is highlighted with a red rounded rectangle. The third result is a book titled 'Learning in teams : a student guide.'.

Browse by subject ▾ team working × 🔍

CLICK TO SUBJECTS BROWSE LIST

6 Results

1 BOOK
Developing multiprofessional teamwork for integrated children's services : research, policy and practice
Angela Anning 1944-
Maidenhead : Open University Press 2006
📖 Available at Carmarthen Library Main Collection (362.7 DEV) >

2 BOOK
Effective teambuilding : how to make a winning team
John Eric Adair 1934-
London : Pan 1987
📖 Available at Carmarthen Library Main Collection (658.4092 ADA) and other locations >

3 BOOK
Learning in teams : a student guide.

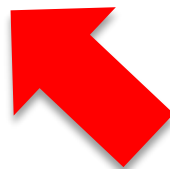
Reference and Cite

2  **BOOK** ” ✉ ✖

Effective teambuilding : how to make a winning team
John Eric Adair 1934-
London : Pan 1987

📖 Available at Carmarthen Library Main Collection (658.4092 ADA) and other locations >

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(1 copy, 1 available, 0 requests)

Swansea Business Campus Library › Main Collection › 658.4092 ADA
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Swansea Business Campus Library › Main Collection › 658.301 ADA
(2 copies, 0 available, 0 requests)

Book types and locations

3 Results

- 

BOOK
Management teams : why they succeed or fail
R. Meredith. Belbin
3rd ed. Oxford, U.K. : Butterworth-Heinemann c2010
Checked out at Carmarthen Library Main Collection (658.402 BEL) and other locations >
Online access >
- 

BOOK
Management teams : why they succeed or fail
R. Meredith. Belbin
2nd ed. Oxford : Elsevier Butterworth-Heinemann 2004
Available at Y Fforwm Main Collection (658.402 BEL) >
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BOOK
Management teams : why they succeed or fail
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Management Teams



Author: [R. Meredith Belbin](#), Pages: 205 Size: 1.78 MB Format: PDF Publisher: [Routledge Ltd](#)
 Published: 14 May, 2010
 eISBN-13: 9780080963594 [Show more](#)



Description

* Benefit from Belbin's own experience of putting the Team Roles method into practice * Succinct and practical information to enable managers to make a real difference in the workplace * Real-life case studies show how to apply the theory in practice Meredith Belbin's unique and widely-read work on teams has become part of everyday language for organizations around the world. For every manager, getting the most from their team is paramount in achieving superior results. Belbin's vital area of management research supersedes the usual preoccupations with qualifications and experience, considering instead the Team Role behaviours which shape everyday interactions in teams. Management Teams: Why they succeed or fail is an account of the experimental study of management teams at Henley Management College from which Belbin's unique Team Role theory developed. Now in its third edition the original theory has been fully updated and rewritten in parts by the author, with chapter summaries and updated illustrations.

This is the original book by Meredith Belbin, offering the only authoritative explanation of how Belbin's world-famous Team Role language came into being. Download and print a free, full-page summary of Team Roles with their icons, descriptions, strengths and allowable weaknesses from <http://www.belbin.com/books/books.htm> R. Meredith Belbin was formerly Chairman of the Industrial Training Research Unit. A founder Member of Belbin Associates, he is also Visiting Professor and Honorary Fellow of Henley Management College. Related Title Belbin: Team Roles at Work, 2e, ISBN: 978-1-85617-800-6

My Bookshelf



Tip: Add and remove favourites from your My Bookshelf area by using the star icons next to each title.

Recently Viewed



Management Teams



Pages: 205
 Author: [R. Meredith Belbin](#)
 Publisher: [Routledge Ltd](#)

Management Challenges for the 21st Century



Pages: 202
 Author: [Peter F. Drucker](#)
 Publisher: [Routledge Ltd](#)

Management Teams - R. Meredith Belbin.

[Contents](#)
[Search](#)
[Notes](#)


/ 194


[Cite](#)

Contents p. v

Preface to the third edition p. vii

Foreword p. ix

1 Making teams effective p. 1

2 The Apollo syndrome p. 13

3 Teams containing similar personalities p. 25

4 Creativity in the team p. 39

5 Team leadership p. 47

6 Other key team roles p. 65

7 Unsuccessful teams p. 75

8 Winning teams p. 89

9 Ideal team size p. 109

10 Features of good members of a team p. 119

11 Designing a team p. 129

Contents

Preface to the third edition

vii

Foreword

ix

1 Making teams effective	1
2 The Apollo syndrome	13
3 Teams containing similar personalities	25
4 Creativity in the team	39
5 Team leadership	47
6 Other key team roles	65
7 Unsuccessful teams	75
8 Winning teams	89
9 Ideal team size	109

A further search by subject brings up a later work by the author - R.M. Belbin which could be used to compare and contrast with the original.

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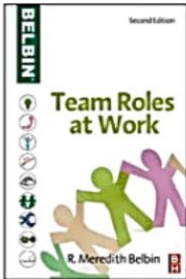
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Team Roles at Work

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Author: [R. Meredith Belbin](#) Pages: 163 Size: 1.4 MB Format: PDF Publisher: [Routledge Ltd](#)
Published: 23 May, 2012
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Description

Belbin's renowned Team Role theory is a familiar concept for managers and management trainers across the world. Following on from the best-selling Management Teams: Why they succeed or fail, this second edition of Team Roles at Work provides useful insights into how to apply the theory in everyday work situations. This book explores the impact of Team Roles from interpersonal chemistry and managing difficult relationships, to cultivating effective leaders and shaping organizations. Now fully updated, this second edition has new practical examples and summaries bringing this book up to date 17 years after its original publication. Drawing from Belbin's own practical experience it answers the queries that have arisen during those years. Further information accompanies the book on the Belbin website, www.belbin.com/books/books.htm including a free, downloadable, full-page summary of Team Roles with their icons, descriptions, strengths and allowable weaknesses. Team Roles at Work is the best-selling, second book written by Meredith Belbin, designed for any manager who wants to understand the practical application of Team Role theory.

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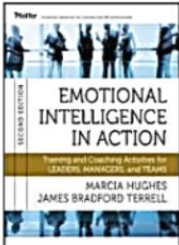
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Emotional Intelligence in Action

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Author: [Hughes, Marcia](#), [James Bradford Terrell Terrell, James Bradford](#) Pages: 514 Size: 5.02 MB Format: PDF Publisher: [Pfeiffer](#)
Published: 30 December, 2011
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Description

The importance of emotional intelligence as a critical factor in personal and business success is now well established. *Emotional Intelligence in Action, Second Edition* shows how to tap the power of EI to build effective emotional skills and create real change for leaders and teams.

This book breaks new ground in providing a cross-reference matrix that maps sixty-five exercises to four leading emotional intelligence models – the EQ-I 2.0 or EQ360, TESI and TESI Short, the MSCEIT, and EISA – making it easy to use with all the models.

Revised to respond to the significant changes in EQI-2.0 and to add two new instruments, TESI and EISA, this *Second Edition* now offers in-depth coverage of such emerging topics as emotional expression, as well as twenty new exercises, accompanied by reproducible handouts for your participants.

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<



47

/ 492


[Cite](#)

Contents p. vii

On the Web p. xv

Acknowledgments p. xix

Introduction: Getting the Most from This Resource p. 1

► Part One Using Emotional Intelligence to Create Real Change p. 7

► Part Two Exploring Emotional Intelligence and Well-Being Skills p. 35

► Part Three Emotional Intelligence Exercises to Build Effective Skills p. 117

Resources p. 471

References p. 473

About the Authors p. 477

Index p. 479

SKILL

3

Emotional Self-Awareness

WHAT IS IT?

Understanding what you're feeling and why you are feeling that way is perhaps one of the most critical components of emotionally effective living. It is intimately associated with how well we use our empathy by understanding what other people are feeling and *why* they feel the way they do. Together these two skills of emotional awareness and empathy are what enable us to motivate and influence the thoughts and actions of ourselves and others—in short, the skills most necessary to succeed in life.

Consider for a moment the fact that emotions are deeply

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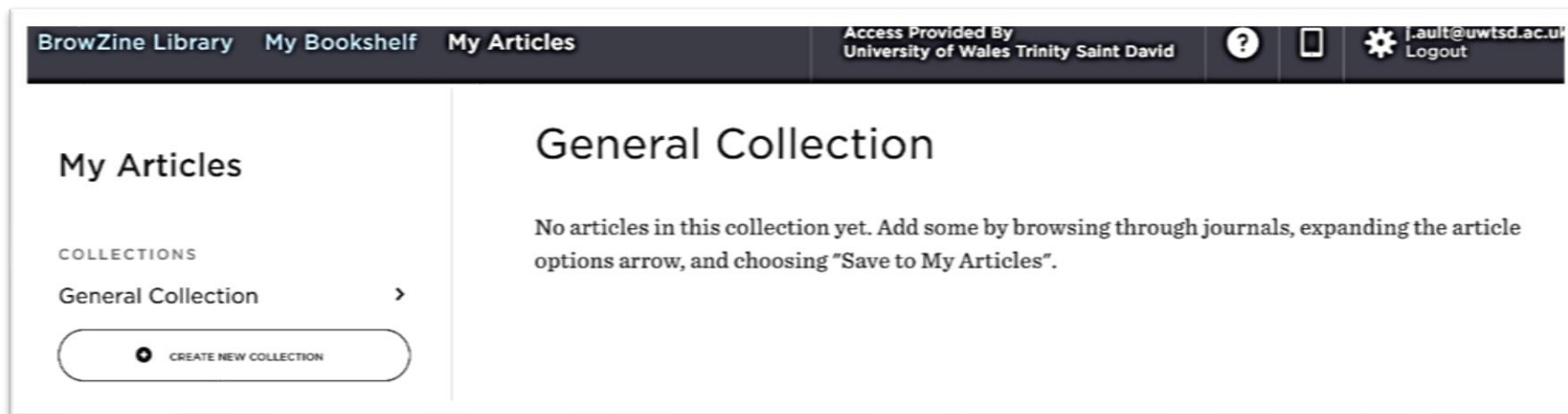
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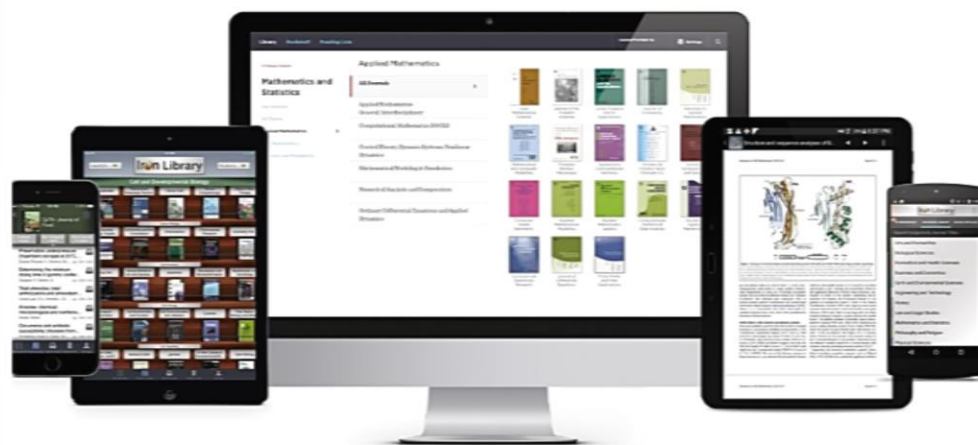


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