

# What Every Manager Needs To Know Sexual Harassment

## Darlene Orlov

*The Library Journal* - 1999

Includes, beginning Sept. 15, 1954 (and on the 15th of each month, Sept.-May) a special section: School library journal, ISSN 0000-0035, (called Junior libraries, 1954-May 1961). Also issued separately.

**Book Review Index** - 2000

Every 3rd issue is a quarterly cumulation.

**Business** - Perseus Publishing  
2002-08-15

A landmark in reference publishing, this resource covers virtually every aspect of the world of business. It contains clear concise text plus profiles of 150 countries and biographies of management pioneers. Includes 150 maps and 700 illustrations.

**Sex-based Harassment** -  
American Bar Association.

Commission on Women in the Profession 2007

Sexual harassment remains a prevalent issue in the legal profession. Such harassment has serious implications for lawyers and legal employers, resulting in emotional, physical, and social consequences; lost productivity; increased turnover; impaired reputations; and greater risk of liability and litigation expenses. This newly updated and expanded Sex-Based Harassment, Second Edition manual provides an overview of the definition of sex-based harassment and the essential elements and assists legal employers with initiatives to effectively respond to sex-based harassment.

*Forthcoming Books* - Rose Army

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1999-04

**Library Journal** - 1999

**Library Acquisitions List** -  
Martin P. Catherwood Library  
1999

Technical Communication -  
Rebecca E. Burnett 2001  
This text covers the key  
features of a technical  
communicator's work, from  
understanding an audience to  
effectively creating documents.  
many chapters contain a  
Practicum - a brief narrative  
written by a workplace  
professional.

*Across the Board* - 1999

**The Publishers Weekly** -  
1999

What Every Manager Needs to  
Know About Sexual  
Harassment - Darlene Orlov  
1999-05-01

Can you say anything about sex  
at the office anymore? Yes,  
maybe, but read this first.  
Sexual harassment is a malign  
specter hovering over  
workplaces everywhere. One

touch of its foul breath can  
devastate businesses, causing  
them to lose millions of dollars,  
not to mention waste bundles  
of time and energy. Needless to  
say, organizations are running  
scared. This book provides  
managers with vital  
information to protect  
themselves and their  
companies from lawsuits, bad  
publicity, decreased employee  
morale, and other associated  
miseries. Topics covered  
include: \* laws and court  
decisions (including the most  
recent Supreme Court rulings)  
\* what behavior is acceptable--  
and what isn't \* preventive  
policies and staff training \*  
investigating complaints, and  
more. With one of every three  
cases filed with the EEOC  
involving a sexual harassment  
claim, managers need help.  
This complete "answer book"--  
with real-life scenarios, self-  
help quizzes, checklists, and  
thoughtful analysis--gives them  
just the guidance they need.

**New Books on Women and  
Feminism** - 2000

*Take this Job and Thrive* - Anita

# What Every Manager Needs To Know Sexual Harabment

Bruzzese 2000

Are you struggling with workplace blues? If so, this book is for you! One of the nation's leading syndicated career and workplace writers shares her advice on key workplace issues, from dealing with office politics to business etiquette, entertaining, and obnoxious co-workers. Filled with informative and fascinating stories of real-life job triumphs and catastrophes, based on interviews with hundreds of employers and employees. It also shows readers how to improve and balance personal life so that their work life is more rewarding and productive. Reinvent your career with this rich resource for dealing with today's challenging workplace. [International Labour Documentation](#) - International Labour Office. Central Library and Documentation Branch 1999

**Human Resources Report -**  
2001

**Labor Relations Reporter -**

1988

*Communicating with Your Staff*  
- Karla Powell 2001

Effective communication plays a vital role in every medical practice. *Communicating With Your Staff* details practical communication techniques that can strengthen the bonds among physicians and staff to enhance organizational effectiveness. Through real-life examples and sample dialogue, physicians and practice managers will learn useful strategies for team-building, delivering criticism, resolving conflict, and increasing staff cohesion. A special chapter on cross-cultural communication is included to maximize exchanges with staff of various ethnic groups. Written for the modern medical practice, the book also covers how new communication technologies can be used to share information and manage staff. *Communicating With Your Staff* is an indispensable guide for every physician's practice. **The Nonprofit Manager's Resource Directory** - Ronald

**Darlene Orlov**

## What Every Manager Needs To Know Sexual Harabment

Darlene Orlov

A. Landskroner 2002-05-14

A newly revised and updated edition of the ultimate resource for nonprofit managers. If you're a nonprofit manager, you probably spend a good deal of your time tracking down hard-to-find answers to complicated questions. The Nonprofit Manager's Resource Directory, Second Edition provides instant answers to all your questions concerning nonprofit-oriented product and service providers, Internet sites, funding sources, publications, support and advocacy groups, and much more. If you need help finding volunteers, understanding new legislation, or writing grant proposals, help has arrived. This new, updated edition features expanded coverage of important issues and even more answers to all your nonprofit questions. Revised to keep vital information up to the minute, The Nonprofit Manager's Resource Directory, Second Edition:

- \* Contains more than 2,000 detailed listings of both nonprofit and for-profit resources, products, and

services \* Supplies complete details on everything from assistance and support groups to software vendors and Internet servers, management consultants to list marketers \* Provides information on all kinds of free and low-cost products available to nonprofits \* Features an entirely new section on international issues \* Plus: 10 bonus sections available only on CD-ROM

The Nonprofit Manager's Resource Directory, Second Edition has the information you need to keep your nonprofit alive and well in these challenging times. Topics include:

- \* Accountability and Ethics
- \* Assessment and Evaluation
- \* Financial Management
- \* General Management
- \* Governance
- \* Human Resource Management
- \* Information Technology
- \* International Third Sector
- \* Leadership
- \* Legal Issues
- \* Marketing and Communications
- \* Nonprofit Sector Overview
- \* Organizational Dynamics and Design
- \* Philanthropy
- \* Professional Development

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Resource Development \* Social — advice on how to hire,  
Entrepreneurship \* Strategic motivate, and keep today's  
Planning \* Volunteerism higher-educated, less-loyal  
The Boss's Survival Guide - Bob employee.  
Rosner 2001 *Books In Print 2004-2005* -  
Provides hands-on, real-world Bowker Editorial Staff 2004

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