Managing Diversity (9th Edition)

Norma Carr-Ruffino Dr.

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Today's American workplace is more multicultural than ever, but it can be hard for managers to keep up with all the rapid changes. Fortunately, *Managing Diversity: People Skills for a Multicultural Workplace* can help. This book is for people who see themselves as workplace leaders, either now or in the future, and for people who are ready to develop the skills needed to manage diversity. With thorough analysis and real-life examples, this book provides practical advice on how to open up your worldview and thus transform it. The manual deals with topics ranging from basic ethnic diversity (working with Euro-Americans, African Americans, Asian Americans, Latino Americans, Arab Americans, American Indians), to the differences between women and men in the workplace, to the growing age range of American workers. Whether you need guidance helping a gay employee deal with homophobia in the workplace, or you need assistance understanding the religious customs of your newest Arab American employee, *Managing Diversity* will provide thoughtful answers and useful tips. It will prove invaluable as we move into the increasingly multicultural twenty-first century.

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