

BOOK SYNOPSIS

INTRODUCTION TO THE WORLD OF WORK

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This publication is an orientation tool kit for entrants into the world of work. It is not only designed for the purpose of assisting in the preparation of students graduating from secondary schools and tertiary institutions for their entry into the job market, but is also excellent reading for employees thirty five years and under, who are already employed.

In as much that contents address some of the many issues encountered by employers in the recruitment, hiring and engagement of young workers, the book also serves as an ideal tool to be used in the delivery of training and retraining programmes that address the rights, roles, responsibilities and expectations of workers, labour practices and workplace standards.

The topics covered in the book are captured under five chapters.

Chapter 1: Unionization: Labour Laws, Practices and Workplace Standards

Chapter 2: Tool Kit for the World of World

Chapter 3: Workplace Requirements and Expectations

Chapter 4: Employee Concerns

Chapter 5: Things Workers Should Know