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special reference to attitude, office feuds, shirking, gossip, office relationships and absence from work. 6.2 Briefly explain and, where feasible, practically demonstrate the basic rules and techniques of the interpersonal skills and human relations applicable to the following: the work partnership between the manager and

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the requirements of an ideal location for an office. 1.3 after having observed the layout of the secretary's/ management assistant's office in at least two business undertakings or after having viewed a video on the same, draw the ideal office layout/design for a secretary/management assistant and explain

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