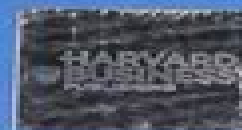




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Team Planning for Project Managers and Business Analysts Gail Levitt,2016-04-19 Supplying busy project professionals with time tested tips and templates for developing teams efficiently and effectively Team Planning for Project Managers and Business Analysts provides the planning materials required to increase team collaboration and productivity in a global workplace This comprehensive resource offers insights and access to c

Make Meetings Work: Teach Yourself Karen Mannering,2011-10-28 Meetings are an inevitable and often unwelcome aspect of the working day They figure heavily in all walks of life and create a forum for providing information holding discussions and making decisions If they are run well they are a really valuable tool in running your organisation and progressing projects If run badly they can seem like no more than a time wasting irritant to the participants Whether you hold meetings in your office or attend international summits the meeting is a place where certain etiquette is essential How to run a meeting behave in a meeting construct minutes and Chair meetings are all essential skills for anyone wishing to move projects forward forge a career in business or even run their own business So even if you are only a participant in frequent meetings this book will show you how to get the most out of them and ensure that they are a building block of success From issuing invitations to taking the minutes or even chairing a meeting everything is covered

Everything you Need for an NVQ in Management ,2000 All the relevant management techniques and principles are explained in a clear practical style structured around the recently revised National Occupational Standards for Management and Leadership and conforming to the requirements of the Qualifications and Curriculum Authority After reading this book students will be well prepared and have everything needed to compile the portfolio of evidence and achieve the qualification

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Coaching People Patty McManus,2006 Most managers coach employees by giving them feedback and evaluating their performance right Wrong Coaching differs markedly from other managerial functions With its wealth of tips worksheets and self assessments this handy guide shows managers how to use coaching not only to strengthen direct reports skills but also to rev up their performance to unprecedented levels

Managing Time ,2006 From setting goals and breaking them down into tasks to creating a manageable schedule and putting it into action this guide outlines proactive ways to focus on mission critical tasks eliminate or delegate non priority projects control interruptions and avoid distractions

Managing Diversity ,2009-01-13 The Pocket Mentor series offers immediate solutions to the challenges managers face on the job every day Each book in the series is packed with handy tools self tests and real life examples to help you identify strengths and weaknesses and hone critical skills Whether you re at your desk in a meeting or on the road these portable guides enable you to tackle the daily demands of your work with greater speed savvy and effectiveness Many organizations encourage diversity because providing equal opportunity for everyone is the right thing to do A diverse workforce can also yield such important competitive advantages as a higher level of profitable innovation a better understanding of market opportunities and stronger employee productivity and commitment But as people with different backgrounds beliefs and values interact in the workplace conflicts can arise How can you foster diversity on your team and surmount the challenges that can come with it This book teaches managers how to Recruit a diverse team Foster an inclusive environment by replacing common misconceptions with facts Handle diversity related conflict Tap the business value generated by the team s diversity

Hiring an Employee ,2008-11-10 Your hiring decisions can make or break your team Hire the right employees and your team s performance will soar Bring the wrong ones on board and you re likely to see productivity and morale plummet How to hire right Understand and master the many steps in the hiring process This book helps you get started You ll discover how to Identify the skills and personal qualities needed in a new hire Recruit a diverse pool of qualified candidates Prepare for and effectively conduct a job interview Make a job offer correctly

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Managing Up ,2008-05-06

Managing up is a conscious approach to working with your supervisor toward mutually important goals Through managing up you build a better relationship with your boss and also deliver value to your company This guide helps you cultivate a beneficial relationship with your manager take advantage of expertise and resources to solve problems and negotiate win win solutions to challenges with your supervisor

Becoming a New Manager Harvard Business Review, 2008 You've just been promoted to a managerial position for the first time congratulations But beware the managerial role differs markedly from the individual contributor role Go into the job with mistaken assumptions about what to expect and you just may be blindsided by surprising realities This book helps you lay the foundation for succeeding in your new role explaining how to Discard the doer role of the individual contributor for the orchestrating role of the manager Adjust your leadership style to maximize your team's performance Balance conflicting expectations from your boss peers and direct reports Deal productively with the stresses and new emotions that come with being a manager

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