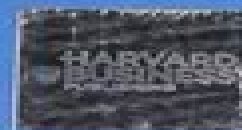




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Expert Solutions to Everyday Challenges

Running Meetings Expert Solutions To Everyday Challenges

Patty McManus



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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

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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

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