



SUCCEEDING WITH DIFFICULT PEOPLE



HOW TO

- WORK WITH THEM,
NOT AROUND THEM
- GET YOUR POINT
ACROSS PERSUASIVELY
- TAKE A FIRM POSITION



KATINA Z. JONES

Succeeding With Difficult People No Nonsense Career Guide Ser

Barbara Allan



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Neal Whitten's Let's Talk! More No-Nonsense Advice for Project Success Neal Whitten PMP, 2007-03-01 Neal Whitten's Let's Talk! More No-Nonsense Advice for Project Success focuses on best project behaviors by answering more than 700 insightful personal and sometimes sensitive questions on a broad range of topics from leadership communication and culture to accountability ethics and conflict resolution Following on the heels of Neal Whitten's No Nonsense Advice for Successful Projects this book offers more of the no nonsense advice that has helped countless leaders and projects This book is for those who aspire to become consistently effective leaders project members or employees and therefore become more valuable to their projects and organizations

The No-nonsense Guide to Leadership, Management and Team Working Barbara Allan, 2019-04-26 This book provides a straight forward and pragmatic guide to leadership management and team working in contemporary library and information services Contemporary managers and leaders in library and information services are working in a challenging context dealing with multiple demands on their time expertise and resources This book translates theories in team work management and leadership into practical guidance backed up with examples and case studies from current library and information workers globally There is a focus on attitudes values and practices that make for good leadership and management The book covers analysing your environment understanding culture and developing strategies working in the senior team and making an impact confident leadership and management decision making problem solving and managing crises leading managing and supervising your team establishing working practices and conflict management delegation dealing with overload and evaluating outcomes managing large and small projects and the people side of projects innovation and management of the change process communications managing e mails and text messages and effective use of social media recruitment and selection and performance management managing and leading complex teams including collaborative multi professional partnership and virtual teams budgeting managing finances tendering crowdfunding and taking part in audits managing work life balance coaching and mentoring emotional intelligence resilience and mindfulness The No Nonsense Guide to Leadership Management and Teamwork is a book that a new or aspiring manager or team leader will use to guide them through the first few years in their new role It will also provide guidance and support to new or aspiring directors of library services and help them to navigate their way through decision making and problem solving at senior levels In addition individual practitioners who are struggling to understand the management and leadership practices that they are experiencing may find that it helps them to make sense of their current environment

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