

# Taking Charge

Personal Effectiveness in Organizations

CLAUDYNE WILDER • WILLIAM J. ROGERS

# Taking Charge Personal Effectiveness In Organizations

**Ranjana Mittal**



## **Taking Charge Personal Effectiveness In Organizations:**

**Taking Charge, Personal Effectiveness in Organizations** Claudyne Wilder, William Irvine Rogers, 1980 Personnel Literature, 1981 *Managing Human Behavior in Public and Nonprofit Organizations* Robert B. Denhardt, Janet V.

Denhardt, Maria P. Aristigueta, 2015-08-11 A must read for students in public administration and nonprofit management programs *Managing Human Behavior in Public and Nonprofit Organizations* Fourth Edition is designed to help students understand manage and influence the behavior of others in the workplace Esteemed authors Robert B Denhardt Janet V Denhardt and Maria P Aristigueta take an action oriented approach by using real world circumstances within public and nonprofit organizations to illustrate key concepts Important topics such as stress decision making motivation leadership communication teams and change give students a foundational understanding of the basic issues that affect human behavior In addition to new cases and examples from the public and nonprofit sectors the Fourth Edition features new material on leadership and organizational change cultural diversity and generational diversity and positive organizational behavior

*Be Your Best Self: How Personal Effectiveness Can Change Your Life* Shu Chen Hou, Are you ready to take control of your life and become your best self If so then *Be Your Best Self How Personal Effectiveness Can Change Your Life* is the book for you This book offers practical tips and tools for achieving personal effectiveness in all areas of life including proactivity goal setting time management communication and collaboration stress management resilience growth mindset and continuous learning By cultivating these traits and qualities you can improve your relationships increase your productivity and achieve your goals with greater ease But it s not just about achieving success being your best self also means living a more fulfilling and satisfying life By prioritizing self care developing healthy habits and practicing effective communication and collaboration you can increase your overall sense of well being and happiness So why wait Invest in yourself and your future by picking up a copy of *Be Your Best Self How Personal Effectiveness Can Change Your Life* today Take the first step towards achieving your goals improving your relationships and living a more fulfilling life Technical Report, 1994

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**The Oxford Handbook of Organizational Citizenship Behavior** Philip M. Podsakoff, Scott B. MacKenzie, Nathan P. Podsakoff, 2018-06-27 The Oxford Handbook of Organizational Citizenship Behavior provides a broad and interdisciplinary review of state of the art research on organizational citizenship behaviors OCBs and related constructs such as contextual

performance spontaneous organizational behavior prosocial behavior and proactive behavior in the workplace Contributors address the conceptualization and measurement of OCBs the antecedents correlates and consequences of these behaviors and the methodological issues that are common when studying OCBs In addition this handbook pushes future scholarship in this and related areas by identifying substantive questions methods and issues for future research The result is a single resource that will inform and inspire scholars students and practitioners of the origins of this construct the current state of research on this topic and potentially exciting avenues for future exploration This handbook is designed to meet the needs of a broad spectrum of researchers and advanced undergraduate and graduate students in a variety of disciplines including management organizational behavior human resources management and industrial and organizational psychology as well as those interested in studying citizenship behavior in a variety of organizational contexts including marketing nursing engineering sports and education

*Leadership: Personal Effectiveness and Team Building, 2nd Edition* Mittal Ranjana, Leadership Personal Effectiveness and Team Building amalgamates leadership theories with the competencies and tools needed for effectively leading teams and organizations With its lucid presentation it explicates the concept of leadership through illustrative examples and case studies Along with discussions on leadership

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**Organization 21C** Subir Chowdhury, 2003 Organization 21C Someday All Organizations Will Lead This Way brings together 19 all new essays by the world s leading management thinkers covering every key driver of organizational success leadership process people and organizational design You ll find breakthrough ideas and practical solutions for virtually every tactical and strategic challenge you face Key topics include James Champy s X engineering Total Rewards Management the New Boardroom the changing nature of power and influence building workable hierarchies and sustainable organizations and new best practices for leading change

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*Building Success with Business Ethics* Helio Fred Garcia, Jon Huntsman, Ken Blanchard, Colleen Barrett, Doug Lennick, Fred Kiel Ph.D., 2012-07-19 A brand new collection of powerful insights into ethical and effective business leadership 4 pioneering books now in a convenient e format at a great price 4 remarkable eBooks help you lead more successfully by leading more ethically Honor ethics and compassion are central to effective leadership Now an extraordinary new eBook collection reveals why this is true and how you can lead more honorably and successfully in your own organization In *Winners Never Cheat Even in Difficult Times* New and Expanded Edition Jon M Huntsman shows how to succeed at the top without sacrificing the principles that make life worth living Huntsman personally built a 12 billion company from scratch the old fashioned way with integrity Now he tells you how he did it and how you can too Along the way he offers a powerful reminder of why you work and why you were chosen to lead Next in *Lead with LUV A Different Way to Create Real Success* the legendary Ken Blanchard The One Minute Manager and former Southwest Airlines CEO Colleen Barrett help you achieve amazing results by leading with love They explain what love really means in the organizational context why leading with love is not soft management how to handle inappropriate behavior how to make servant leadership work and how to sustain leadership with love In *Moral Intelligence 2.0 Enhancing Business Performance and Leadership Success in Turbulent Times* Doug Lennick and Fred Kiel show why sustainable optimal business performance requires superior moral and emotional competencies Using new case studies they identify connections between moral intelligence and higher levels of trust engagement retention and innovation They deliver specific guidance on moral leadership in both large organizations and entrepreneurial ventures plus a new step by step plan for measuring and strengthening organizational integrity responsibility compassion and forgiveness Finally in *The Power of Communication* Helio Fred Garcia focuses on the most indispensable leadership discipline honorable and effective communication Building on the U S Marine Corps classic publication *Warfighting* Garcia how to apply the Corps proven leadership and strategy doctrine in all forms of public communication and achieve truly extraordinary results You ll learn indispensable lessons from leaders communicating effectively and from the catastrophic mistakes of business and political leaders who got it wrong If you need to earn and win hearts and minds you

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weakened by pervasive psychological influences within the working environment but also how this dysfunction can be addressed through psychological interventions The book is split into three core sections Toxicity and Dysfunction in the workplace outlining structural behavioural emotional and cognitive sources of toxicity that undermine organizations Principles of the healthy workplace outlining core concepts of belonging contribution and meaning from which organizations in turn benefit Creating the healthy workplace outlining a range of approaches to addressing organizational toxicity including design thinking positive psychology and evidence based approaches Written by a practicing organizational psychologist and including case studies to illustrate how toxicity at the micro level can impact upon wider organizational goals the book draws on a wide range of literature to provide an accessible focussed understanding of how the individual psychological experiences of working people can have wider consequences for an organization and how interventions within that process can address these issues It is ideal reading for students and researchers of occupational or organizational psychology organizational behaviour business and management and HRM

**A Practical Guide to Effective Workplace Accident Investigation** Ron C. McKinnon, 2022-05-02 This book explains how accidents and high potential near miss incidents are caused and how to eliminate recurrences by effective accident investigation methods It shows how to conduct an immediate and root cause analysis so that remedial measures can be taken to prevent a recurrence of similar events The book shows how to apply the Logical Sequence Accident Investigation Method in the case studies presented The book Provides a practical guide to accident causes investigation and prevention Explains immediate and root causes in detail Gives a number of problem solving methods for the accident investigator to use Introduces the Logical Sequence Accident Investigation Method Provides a practical accident investigation evaluation system The book discusses important topics including hazard identification and risk assessment workplace health and safety accident causation and prevention theories the updated accident domino sequence as well as safety management system standards and controls The text is primarily written for professionals and graduate students in the fields of occupational health and safety ergonomics and human factors engineering

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