

**Speed Reading: The
How-to Book for Every
Busy Manager, Executive
and Professional
(Self-teaching Guides)**

FINK, DD

Note: This is not the actual book cover

Speedreading The How To For Every Busy Manager

Camilla Rothe



Speedreading The How To For Every Busy Manager:

Speedreading ,1993 **Quick Brainstorming Activities for Busy Managers** Thomas Nelson,2012-01-30 Author Brian Miller helps you explore the most effective brainstorming method for your team and generate the best results using straightforward focused activities that each take less than fifteen minutes to complete Filled with clear concise guidance and quick easily implemented techniques Quick Brainstorming Activities for Busy Managers provides supervisors managers and team leaders the fun proven activities they need to get idea packed brainstorming sessions started and keep them going You will discover how to ask questions that provoke responses and inspire creativity react to and record ideas in a way that encourages participation and prompts more input sort and categorize lengthy lists evaluate ideas and prioritize the most useful concepts and expand on them Contrary to popular opinion great brainstorming sessions don t just happen For brainstorming to be a truly productive activity leaders must create the right environment to let employees ideas flow Complete with sample dialogues and well as resources for virtual team brainstorming Quick Brainstorming Activities for Busy Managers helps you guide your team to generate great ideas **Speedreading** Diana Darley Fink,John Toliver Tate,Michael D. Rose,1982 *More Quick Team-Building Activities for Busy Managers* Brian Miller,2007-07-11 Most managers supervisors and team leaders realize the importance of team building but just can t seem to find the time in their busy schedules This book provides the solution More Quick Team Building Activities for Busy Managers contains 50 all new exercises that can be conducted in 15 minutes or less and which require no special facilities big expense or previous training experience Each activity is presented in just a few short pages with all the relevant information including a list of materials needed the purpose of the exercise and handy tips for success all highlighted for easy reference You will find fun and effective activities for building new teams and helping teams with new members finding creative ways to work together and solve problems increasing and improving communication keeping competition healthy and productive within the team dealing with change and its effects anger fear frustration The book also includes special guidance for virtual teams whose members are in different locations but must work as a unit For anyone charged with the task of bringing teams together More Quick Team Building Activities for Busy Managers is the answer *Quick Team-Building Activities for Busy Managers* Brian Cole Miller,2015-03-25 Eliminate the need for time or resources on formal training and get your teams up and running themselves with only minutes of prep Between workplace personnel being more culturally diverse than ever before a generation of employees being raised attached to technology while avoiding human interaction and an increasing culture of competitiveness that is constantly raising tensions between cubicles it has become absolutely essential for managers to focus more on camaraderie and building team spirit Now in its second edition Quick Team Building Activities for Busy Managers addresses the problems that drag down group productivity and helps teams Collaborate successfully Cope with change Solve problems together Communicate better despite cultural and generational differences Boost creativit Leverage diversity

Nurture healthy competition Each of the 50 team building activities in this invaluable resource takes only minutes to prep and uses only everyday office items to get its point across In just 15 minutes a day the results will be immediate sullen teams find sparkle nervous teams gain confidence teams of strangers get to know one another There are even activities to help the virtual team No one will be left out and all will leave the activity feeling better about their team and their individual role within it *Training and Development Journal* ,1981 *Quick Team-Building Activities for Busy Managers* Brian Miller,2003-11-07 Eliminate the need for time or resources on formal training and get your teams up and running themselves with only minutes of prep Between workplace personnel being more culturally diverse than ever before a generation of employees being raised attached to technology while avoiding human interaction and an increasing culture of competitiveness that is constantly raising tensions between cubicles it has become absolutely essential for managers to focus more on camaraderie and building team spirit Now in its second edition *Quick Team Building Activities for Busy Managers* addresses the problems that drag down group productivity and helps teams Collaborate successfully Cope with change Solve problems together Communicate better despite cultural and generational differences Boost creativity Leverage diversity Nurture healthy competition Each of the 50 team building activities in this invaluable resource takes only minutes to prep and uses only everyday office items to get its point across In just 15 minutes a day the results will be immediate sullen teams find sparkle nervous teams gain confidence teams of strangers get to know one another There are even activities to help the virtual team No one will be left out and all will leave the activity feeling better about their team and their individual role within it **The Manager's Communication Toolbox** Everett Chasen,Bob Putnam,2012-11-29 The Manager's Communication Toolbox focuses on management development by improving communication for new managers as well as more experienced professionals Like a star baseball player every good manager should aim to be a five tool expert Reading writing speaking listening and thinking are basic skills for any employee but the manager who stands out is the manager who commands these skills To improve your standing with your employees and superiors it's essential to understand each of these areas of communication In *The Manager's Communication Toolbox* the authors offer tips checklists and examples along with other expert testimony for best practices Over the years the practice of these skills has changed as a result of technology Everyone emails these days but in this book the authors dig deeper into what to say when to say it and how to say it in a business setting Rethink your thinking skills find more time in your day by being more aware of your tendencies And for everyone who worries about giving speeches and making presentations find out how to improve and the steps you can take to show off your managerial communication skills *Quick Meeting Openers for Busy Managers* Brian Cole MILLER,2008-06-02 How effective a meeting will be depends on the tone set in the first few minutes and it's up to the person running it to set that tone *Quick Meeting Openers for Busy Managers* gives readers the tools activities and advice they need to create the kind of open energetic and relaxed atmosphere that lead to effective meetings and serious results Designed to

take the anxiety out of meetings and encourage creative and practical discussion the book contains meeting starters that will help managers team leaders and facilitators ease introductions for people who don't know each other warm up the group before moving them into more difficult territory generate lively dialogue and sharing of ideas effectively split attendees up into work groups expedite brainstorming and promote problem solving and more For anyone charged with the task of running meetings this book is the answer **Instant Manager: Overcoming Information Overload** Tina

Konstant,2012-05-25 As a manager and leader are you faced each day with an avalanche of new and bewildering demands Do the days seem to get shorter as you try to juggle a demanding career with developing new skills and maintaining a balanced life Relax Instant Manager is a new way of winning back time and growing your confidence and professionalism with the support and guidance of THE experts in management Based on the 10 questions most frequently asked by managers JUST LIKE YOU Instant Manager gives you easy access to the knowledge and guidance you need and even includes a handy tear out card of ten top tips to carry that knowledge with you wherever you go Written in a concise accessible style this is the best support any manager can have Take the next step in Overcoming Information Overload including the following what information overload is and how to recognise it how to speed read effectively how to avoid overloading others

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