

The Manager's Pocket Guide® to

Effective Mentoring



Dr. Norman Cohen

The Managers Pocket Guide To Effective Mentoring

Stephen J. Gill



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Organizational Learning Stephen J. Gill, 2000 Today's organizations are in the learning business Employees must take in a constant supply of new information and apply it to their work regardless of their position *The Manager's Pocket Guide to Performance Management* Sharon G. Fisher, 1997 Every company wants and needs productive skilled employees Investing in a work force that can help your business keep pace with the competition may be the most important strategic decision you make The Manager's Pocket Guide to Performance Management clearly spells out the specific steps a manager can take to ensure improved performance organization wide It presents a systems approach to performance enhancement and includes tools for determining current performance levels and establishing desired performance levels This handy reference will show managers how to Analyze the performance of individual employees Pinpoint the gaps in performance and determine what's causing those gaps Develop practical strategies for maximizing performance Get the most from your training dollars and ensure that training is successful Give recognition of an employee's achievements Evaluate whether or not employees are using what they've learned Contents Identifying Employee Development Needs A Systems Approach to Performance Enhancement Fostering a Learning Organization Analyzing Employee Performance Identifying Causes of Performance Gaps Selecting Non Training and Training Strategies Managing Training Resources Promoting Training Transfer Evaluating Training Outcomes **Mentoring in Nursing** Sheila C. Grossman, 2007-02-19 2007 AJN Book of the Year Winner

Designated a Doody's Core Title Mentoring in Nursing will help inspire a more cohesive flexible and empowered nursing force whether in academia the hospital unit or health care facility Featuring Definitions and components of the mentoring process Models and strategies classic multiple and peer mentoring precepting coaching or shadowing models Mentor and mentee perspectives Best practices in nurse mentoring including multicultural competency Mentoring evaluation tools It is incumbent then on all of us in the helping professions to be cognizant of the need for continued support and guidance of the elders but the elders must also listen and learn from the young and the young must help each other if the profession's covenant with the public is to be kept From the Foreword by Grayce Sills PhD RN *Guide to Mentee Planning* Norman H. Cohen, 2001 The Guide to Mentee Planning includes nine forms specifically designed to assist mentees in organizing and

recording their plans for learning during their involvement in the mentoring program Detailed guidance for filling out each of the forms is provided to ensure that mentees construct a systematic and realistic plan to achieve their unique career and professional development goals A Step-by-step Guide to Starting an Effective Mentoring Program Norman H. Cohen,2000 A Step by Step Guide to Starting an Effective Mentoring Program is a comprehensive and practical reference for coordinators who are introducing or revising programs based on the mentoring model of adult learning in the workplace This handbook logically details the four major steps required to start and manage a meaningful mentoring program **The Successful Academic Librarian** Gwen Meyer Gregory,2005 The role of academic librarian is far from cut and dried There are numerous job classifications and widely varying academic focuses and cultures to contend with While every academic librarian is expected to meet the research needs of an institution s faculty and students many are expected to assume other obligations as part of a faculty or tenure system Given the many variants library school alone cannot prepare individuals for every aspect and flavor of academic librarianship and intrepid librarians who find themselves in new places and positions face unique challenges The Successful Academic Librarian is an antidote to the stress and burnout that almost every academic librarian experiences at one time or another In its pages Gwen Meyer Gregory and nearly 20 of her peers take a practical approach to a range of critical topics Their advice war stories tips techniques and inspiration will help you thrive in your academic library career from back cover *On-demand Learning* Darin E. Hartley,2000 The prevalent on demand services that are available in other walks of life must be adapted to the education and learning field if training departments are to be successful in the new millennium The book includes a comprehensive profile of the on demand learner and a checklist for action for purveyors of learning and identifies strategies to maximize the effectiveness of on demand learning solutions and provides ways to match learners with solutions that work Solving the People Puzzle Gary English,2001 Solving the People Puzzle is about management control of an organization and its people How to get it how to use it and how to keep it Real performance management systems may not be easy but they are absolutely essential *The Manager's Pocket Guide to Documenting Employee Performance* Terry L. Fitzwater,1998 This step by step guide will help you document and change unwanted work behaviors before they become issues leading to termination It is presented in a format that is easy to understand and apply The guide presents specific measures for accurate performance documentation that will protect your organization against discharge litigation **The Manager's Pocket Guide to Spiritual Leadership** Richard Bellingham,Julie Meek,2001 This guide teaches all managers how to find the inspirational elements in their own work and the work their employees do An innovative managerial prescription for combating the cynicism that reigns in today s organizations at all levels **The Manager's Pocket Guide to Leadership Skills** Peter B. Stark,Jane S. Flaherty,1999 This practical guide for supervisors and managers discusses contemporary leadership responsibilities and goes on to specifically describe the steps and skills needed to successfully apply 14 leadership competencies including Leading

organization change managing time coaching creating a motivating environment and more **Manager's Guide to Effective Coaching, Second Edition** Marshall Cook, Laura Poole, 2011-09-02 Boost productivity by making the switch from boss to COACH Effective managers know their job is to help employees succeed not to give them orders They create relationships that build collaboration and meaningful performance improvement These managers know that when they facilitate the success of their team members they facilitate their own success Effective Coaching teaches you practices you can use immediately to engender employee commitment and help employees gain the skills necessary to sustain and grow any type of organization You ll learn The attributes of a successful coach How to set up an effective coaching session How to use coaching to correct unproductive behavior How to use coaching to be a better trainer Briefcase Books written specifically for today s busy manager feature eye catching icons checklists and sidebars to guide managers step by step through everyday workplace situations Look for these innovative design features to help you navigate through each page Clear definitions of key terms and concepts Tactics and strategies for coaching employees Tricks of the trade for executing effective coaching techniques Practical advice for minimizing the possibility of error Warning signs for when things are about to go wrong Examples of successful workplace coaching Specific planning procedures tactics and hands on techniques

675 Ways to Develop Yourself and Your People Laurel Alexander, 2015-03-01 Increase your understanding of facilitation and learn interventions and exercises you can use with others This resource manual provides managers trainers and consultants a format based on the core skills facilitators need to develop as well as the issues they will face at work The Fast Facilitator shows the difference facilitation skills can make in helping people learn be more self aware be more flexible in their thinking and behavior and build their self confidence The manual is organized into three parts covering a huge amount of groundwork Essential facilitation group and team faci Mentoring in Nursing Sheila C. Grossman PhD, APRN-BC, 2007-02-19 2007 AJN Book of the Year Winner Designated a Doody s Core Title Mentoring in Nursing will help inspire a more cohesive flexible and empowered nursing force whether in academia the hospital unit or health care facility Featuring Definitions and components of the mentoring process Models and strategies classic multiple and peer mentoring precepting coaching or shadowing models Mentor and mentee perspectives Best practices in nurse mentoring including multicultural competency Mentoring evaluation tools It is incumbent then on all of us in the helping professions to be cognizant of the need for continued support and guidance of the elders but the elders must also listen and learn from the young and the young must help each other if the profession s covenant with the public is to be kept From the Foreword by Grayce Sills PhD RN **Insider's Guide to Recruiting and Retaining Phenomenal Staff** IDEA Health & Fitness, 2003

The Handbook of Mentoring at Work Belle Rose Ragins, Kathy E. Kram, 2007-10-09 This handbook is remarkable in that it provides a comprehensive and finely nuanced account of the diverse approaches that researchers theorists and practitioners have taken to mentoring by incorporating insights of some of the most widely known and respected researchers in careers

and in mentoring This handbook is poised to become a classic in career and mentoring literature with its potential long term heuristic usefulness in generating new intersections among theory research and practice Rebecca L Weiler Suzy D Enbeau Patrice M Buzzanell Purdue University This handbook is poised to become a classic in career and mentoring literature with its potential long term heuristic usefulness in generating new intersections among theory research and practice it is encouraging that so much of the handbook establishes grounds for future communication research and relates directly to current trends in organizational and managerial communication MANAGEMENT COMMUNICATION QUARTERLY Ragins and Kram both scholars whose work ignited the field of mentoring some 20 years ago and has guided it ever since have teamed up to produce this lucid and accessible compendium of research and theory on mentoring relationships at work Bringing together an impressive group of scholars this volume offers a comprehensive assessment of the current state of knowledge about mentoring as well as an ambitious theory driven practice oriented agenda for future research This book is an essential resource and could not be more timely as organizational scholars and practitioners alike grapple with the challenges of developing an ever more diverse workforce to meet the needs of an ever more global and technologically sophisticated organizational world Robin Ely Harvard Business School The most complete reference in mentoring The most seminal thinkers and the most significant collection of essays in print A must read for everyone concerned with growth and learning Warren Bennis University of Southern California This book is extremely timely After two decades of research and debate it provides a definitive guide to the study and practice of mentoring In a world of looming talent shortages it will prove an invaluable resource to reflective practitioners and organizational scholars alike The authors should be congratulated for offering this tour de force of cutting edge research and practice on mentoring while also charting new territories for future investigation Herminia Ibarra INSEAD From two of the leading theorists in the field of mentoring comes an extraordinary volume Ragins and Kram have guided a stellar group of authors toward new heights in theory and practice The book covers all the bases and provides multiple perspectives some entirely new that promise to be generative of innovative research and practice No one interested in mentoring neither scholar nor practitioner can afford to ignore this remarkable book Lotte Bailyn MIT Sloan School of Management The explosion of interest in workplace mentoring today cries out for more robust research frameworks as well as new and better practical applications This superb Handbook closes that gap by bringing together leading scholars and practitioners for a comprehensive overview of this fast growing phenomenon Researchers students human resources professionals and practicing managers alike indeed anyone who has been a mentor or mentee will find this groundbreaking volume an indispensable companion John Alexander Former President and Senior Advisor Center for Creative Leadership The Handbook of Mentoring at Work Theory Research and Practice brings together the leading scholars in the field in order to craft the definitive reference book on workplace mentoring This state of the art guide connects existing knowledge to cutting edge theory research directions and practice strategies to generate the must have

resource for mentoring theorists researchers and **Developing High Performance Leaders** Philip Robert Harris, 2013-05-07 Every leader has human resource management and development responsibilities Using a behavioural science perspective Developing High Performance Leaders will enable leaders throughout the various business sectors to increase the yield on their organization's human capital and help their team members achieve their goals In this instructive book Philip Harris centres his teaching around five key aspects of the leadership process human behaviour and performance communications cultural influences organizational relations change management A selection of strategies to take forward into practice are offered to the reader and the text is organized with a view to the leader sharing the learning obtained from this volume For personal or group growth each chapter is framed in terms of four I's Introduction Input Interaction and Instrumentation to provide an ideal framework for any adult education endeavour Developing High Performance Leaders is for all human resource development professionals supervisors managers and executives concerned with the career development of themselves and their team The Manager's Pocket Guide to Systems Thinking & Learning Stephen G. Haines, 1998 Systems Thinking is a more natural and better way to think learn act and achieve desired results Effectively implemented it can dramatically improve a manager's effectiveness in today's complex and interconnected business world This book provides managers with many practical new Systems Thinking tools and the main concepts of Systems Thinking to enhance individual team and organizational learning change and performance Every manager should have a copy Contents Overview of Systems Thinking and Learning Standard Systems Dynamics Phase A The Outcome Thinking Tools Phase B Feedb

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