

The Manager's Pocket Guide to®

Workplace Coaching



Daniel A. Feldman, Ph.D.

The Managers Pocket Guide To Workplace Coaching

David Baud



The Managers Pocket Guide To Workplace Coaching:

The Manager's Pocket Guide to Workplace Coaching Daniel A. Feldman, 2001 Provides a practical plan and roadmap for the reader to begin the knowledge management process It gives a practical plan and roadmap of the stages of assessment planning deployment and evaluation It then puts it all together to expand the reader's core competency to win competitive advantage

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

Team Planning for Project Managers and Business Analysts Gail Levitt, 2016-04-19 Supplying busy project professionals with time tested tips and templates for developing teams efficiently and effectively Team Planning for Project Managers and Business Analysts provides the planning materials required to increase team collaboration and productivity in a global workplace This comprehensive resource offers insights and access to c

The Manager's Pocket Guide to Generation X Bruce Tulgan, 1997 This book explains in simple terms what makes Generation X employees different and how to put their unique skills and characteristics to work on behalf of your organization An essential resource for managers to recruit train motivate and retain young employees

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 Managers Pocket Guide to Creativity Alexander Hiam, 1998 Use this guide to unleash the creative potential in others by understanding the key enablers and barriers to creativity Directed creativity is possibly the most important problem solving skill Is there a secret to creativity Can a simple change in the way we think about problems dramatically cut the cycle time for generating state of the art solutions Yes And this book will show you how It presents practical tools and suggestions for creative thinking while never losing touch with the

essential components of the process its looseness its freedom its risk taking You ll learn how the elements of creative thinking the methods that help us get un stuck can themselves be creative What better way to drive home the power of the creative thought process than to go out on a limb and be creative about creativity Includes Personal Creativity Assessment Checklist of common workplace behaviors that block creativity A realistic useful model of the creative thought process Creative thinking methods process tools that help you do creative thinking Training Transfer Assessment The Manager's Pocket Guide to Recruiting the Workforce of the Future Bruce Tulgan,2000 Annotation This book is designed for managers who need to meet demanding staffing needs right now or on a continuous basis The best practices outlined in this pocket guide are presented as keys and processes supplemented by worksheets and checklists intended to give your organization the advantage when it comes time to quickly and effectively bring in the talent you need *The Manager's Pocket Guide to Training* Shawn Doyle,2006 Quickly acquire the know how to implement training and get results ManagerOCOs Pocket Guide to Training By Shawn Doyle Learn everything you need to know as a leader about training OCo and how to use it to get results If youOCORE not satisfied with current levels of performance and want to turn training into a major contributor to the bottom line this pocket size guide will be invaluable A simple and quick read the book contains seven chapters that cover The benefits of training to the organization and its customers What is training and when is it needed Training basics OCo learning styles timing the importance of fun Types of training OCo classroom e learning self study and more Source of training delivery OCo HR department outside consultants training vendors Working with the training team The future of training and how to keep up Author Shawn Doyle who has been involved in training and development for the past 19 years has had the opportunity to observe leadership in all kinds of organizations He distills the essential knowledge busy leaders need to get the full benefit of training including how to Increase retention and decrease recruitment and hiring costs Improve the morale of employees Save money by eliminating errors Drive productivity Make hiring easier Save time by reducing confusion and redundancy Increase employeesOCO confidence Prepare employees to better represent your company **Behind Closed Doors** Johanna Rothman,Esther Derby,2005-09-19 Great management is difficult to see as it occurs It s possible to see the results of great management but it s not easy to see how managers achieve those results Great management happens in one on one meetings and with other managers all in private It s hard to learn management by example when you can t see it You can learn to be a better manager even a great manager with this guide You ll follow along as Sam a manager just brought on board learns the ropes and deals with his new team over the course of his first eight weeks on the job From scheduling and managing resources to helping team members grow and prosper you ll be there as Sam makes it happen You ll find powerful tips covering Delegating effectively Using feedback and goal setting Developing influence Handling one on one meetings Coaching and mentoring Deciding what work to do and what not to do and more Full of tips and practical advice on the most important aspects of management this is one of those books that can make a lasting and immediate impact on your career

Resilience at Work Kathryn Jackson, 2018-08-06 Shortlisted for the 2019 Business Book Awards in the International Business Book category Finalist in The Australian Career Book Awards 2019 supported by the Royal Society of Arts Australia and New Zealand The world of work is in a constant state of flux Resilience at Work Practical Tools for Career Success is an essential guide to maintaining resilience in this ever changing environment whether you are working in a turbulent field navigating the job market or simply trying to realise your career ambitions Based on the author's own experience of working under extreme circumstances in post earthquake Christchurch New Zealand and enhanced by collaboration with leading resilience experts from around the world this book is packed with stories resources and personal coaching to support you to learn about the importance of emotional honesty as a foundation for true resilience explore how your levels of self care influence your ability to re energise and stay strong consider how having the right sort of connections play a part in your ability to flourish reflect on how you have been learning and changing along your journey to resilience This is an invaluable resource for organisations looking to support employees by giving them the tools for self managed resilience at work It is also ideal for career coaches counsellors and other professionals who are working with clients facing their own crisis of resilience whether they are starting out or well advanced on their career journey Kathryn Jackson's unique coaching style enables readers to truly personalise the approach they choose to take using the stories the frameworks and the research to create a unique voyage towards building Resilience at Work

The Manager's Pocket Guide to Motivating Employees Shawn Doyle, 2005 This practical guide concisely outlines the steps to creating and maintaining a fun energized and highly motivating work environment where employees want to work and stay Motivation techniques are made simple and direct in this focused guide for managers and leaders

Managing the Knowledge Culture Philip Robert Harris, 2005 Managing the Knowledge Culture expertly explores how to overcome one of the biggest challenges 21st century leaders and their followers face functioning effectively in a knowledge culture The thoroughly up to date book will deepen your understanding of the knowledge culture and its management and clearly detail the changing roles For human resource professionals or managers who wants to be on the leading edge of knowledge management this realistic resource is a must

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 Feedback

The Manager's Pocket Guide to 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

Diversity Management Edward E. Hubbard, 2004-04 This pocket guide will expose the business opportunity that underpins the support of diversity in today's organizations Learn how to improve workplace productivity by bridging organization goals with diversity imperatives in areas like recruitment retention team building and service *The Manager's Pocket Guide to Mega Thinking and Planning* Roger Kaufman, 2011-09 *The Manager's Guide to Coaching for Change* John L. Bennett, 2024-09-03 Winner in the Leadership Mentoring Coaching category of the Goody Business Book Awards 2024 We live and work in a world of change Helping individuals and teams prepare for respond to and learn from change are critical for thriving Managers and leaders at all levels play a vital role in developing talent increasing performance and supporting transitions and transformations This book is about effectively coaching others in your role as a manager coach A manager coach is a person who uses coaching related knowledge approaches and skills to coach team members in the organization who report to them or who have sought their coaching In 16 chapters leaders at all levels human resource professionals and graduate students will find research based practical approaches to developing talent improving performance and supporting transformation Topics include the change coaching process theoretical foundations of coaching use of self in managerial coaching six coaching skills how to coach across differences specialty coaching peer team and executive ethical considerations for coaching and continuous development for manager coaches Provides models frameworks and tools that can be used to coach team members *The Manager's Pocket Guide to Preventing Sexual Harassment* Terry Fitzwater, 1998 Learn how to protect your employees as well as your company from sexual harassment The Manager's Pocket Guide to Preventing Sexual Harassment approaches the issue globally from creating policy statements on sexual harassment and conducting employee audits to determine vulnerabilities and appropriate cures to the five A's of understanding to handling and dealing with stereotypes and biases The pocket guide also covers the investigation process and how to properly document incidents it also includes exercises to instill ownership and facilitate understanding among employees to generate commitment to harassment prevention *The Manager's Pocket Guide to Emotional Intelligence* Emily A. Sterrett, 2000 This guide covers the critical emotional qualities that can have a greater impact on success than general intellectual intelligence Includes best practices on how to enhance self confidence empathy self control and other important emotional competencies *A Manager's Guide to Improving Workplace Performance* Roger Chevalier, 2007 Winner of the International Society for Performance Improvement ISPI Award of Excellence for 2008 Selected for the 2008 ISPI Award of Excellence for Outstanding Communication Foreword by Marshall Goldsmith While many supervisors know how to identify flaws in their employees performance only the best managers truly know what it takes to fix the problem A Manager's Guide to Improving Workplace Performance offers a practical step by step approach to guiding employees to excellence by analyzing their problem areas developing creative solutions and implementing change Employee performance expert Roger Chevalier has helped thousands of managers and human resources professionals to bring out the best in their workers Using case studies

and real life examples he shows supervisors how to take their employees from good to great by using tools like the Performance Coaching Process Performance Counseling Guide and Performance Analysis Worksheets tailoring the amount of direction and support to an employee s specific abilities and motivations applying the Situational Leadership model to teams and individual employees Practical and authoritative this book offers a positive yet realistic solution for one of the greatest workplace challenges facing managers

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