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Smart

The Syntax Guide
for Mutual
Understanding
in the Workplace

Lisa J. Marshall &
Lucy D. Freedman

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Smart Work (2nd Edition) Lucy D. Freedman, 2012-11 Freedman demonstrates to today's corporate managers and high tech professionals that the seemingly chaotic world of corporate communication actually has a structure and that the structure or syntax can be decoded and used to one's advantage

Creating an Environment for Successful Projects, 3rd Edition Randall Englund, Robert J. Graham, 2019-10-01 Now in its third edition this project management classic has been updated with an array of field tested tools to help upper management ensure the success of projects within organizations For over twenty years Creating an Environment for Successful Projects has been a staple for upper managers who want to help projects succeed This new edition includes case studies from companies that have successfully applied the approach along with practical tools such as templates surveys and benchmark reports for savvy leaders who want to ensure project success throughout their organizations The insights in this book will help management speed projects along instead of getting in their way All too often well intentioned managers put roadblocks in the team's way instead of empowering them with the tools they need to succeed This approach to project environments grounded in decades of research and practice will help you make your organization the most project friendly it's ever been Organizational changes rarely work unless upper management is heavily involved Although project managers are most closely responsible for the success of projects upper managers are the ones who ultimately create an environment that supports those projects The way upper managers define structure and act toward projects has an important effect on the success or failure of those projects and consequently the success or failure of the organization This book helps all managers understand the need for project management changes and shows how to develop project management as an organizational practice

Coaching Skills for Nonprofit Managers and Leaders Judith Wilson, Michelle Gislason, 2009-12-04 The only nonprofit orientation to coaching skills available Coaching Skills for Nonprofit Leaders will provide nonprofit managers with an understanding of why and how to coach how to initiate coaching in specific situations how to make coaching really work and how to refine coaching for long term success Coaching Skills for Nonprofit Leaders offers practical steps for coaching leaders to greatness and complements the academic and theoretical work in nonprofit leadership theory The book can be used by the coaching novice as a thorough topical overview or by those more experienced with coaching as a quick reference or refresher Based on the Inquiry Based Coaching approach Coaching Skills will strengthen and expand the reader's ability to drive organization mission while retaining the intrinsic values of the nonprofit culture and working towards outcomes that create a culture of discipline and accountability and empower others to be even more responsible accountable and self motivated This book uses accessible language examples case studies key questions and exercises to help Promote better relationships Know when to delegate direct and coach Balance directive and supportive styles of leadership for productive partnerships Overcome fears and deal head on with difficult situations and conflict Use coaching for performance improvement and on the job development Support independent thinking and personal

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