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

FINK, DD

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Speedreading The How To For Every Busy Manager

Brian Miller

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 More Quick Team-Building Activities for Busy Managers Brian Miller, 2007-07-11 Most managers D. Rose, 1982 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

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