

Management
guide to

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SELECTING PEOPLE



The Management Guide To Selecting People The Pocket Manager

Richard Bellingham



The Management Guide To Selecting People The Pocket Manager:

The Management Guide to Selecting People Kate Keenan, 1999-09 A book for people who would like to manage themselves their time and their business better but are too busy to begin

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

The Manager's Pocket Guide to Knowledge Management Kathleen Foley Curley, Barbara Kivowitz, 2001 A practical plan and road map to start the knowledge management process Walk through all the stages assessment planning deployment and evaluation and gain specific action steps for putting it all together to expand core competency and win competitive advantage

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 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 Downsizing with Confidence Terri Deems, 2007 Downsizings don't have to leave the exiting person devastated the remaining people angry the decision makers stressed or the company open to litigation With the Manager's Pocket Guide to Downsizing with Confidence you have a practical guide to planning and conducting a downsizing the right way so all the people involved come out ahead Get straightforward answers to the 12 most often asked questions about downsizing Why should we worry What are our real needs How much planning time do we really need How do we select who goes What can we do to show that we've been fair How and what do we tell the people who will exist How do we tell the people who will remain Do we do it all at once or in phases What about the media Is

career transition assistance really necessary What if we need some of these people in nine months Now what If you re a leader involved in any way with a downsizing whether 10 or 1 000 people are involved this book will provide invaluable advice The recommendations are based on the authors 20 years of research and experience designing reviewing plans for and coordinating large and small downsizings

The Manager's Pocket Guide to Project Management Michael Greer,1999 If you want a concise distillation of all the essential tasks an effective project manager should be executing The Manager s Pocket Guide to Project Management is the book for you The author presents a performance support system based on the Project Management Institute s Project Management Body of Knowledge It reflects the best practices in the emerging field of project management The Manager s Pocket Guide to Project Management is a set of worksheets guidelines checklists and other tools for use by novices to perform specific project management tasks in a step by step fashion It s not necessary to read through the entire book to apply a particular tool The Manager s Pocket Guide to Project Management allows those new to project management to quickly acquire broad knowledge and skills related to the project management processes terminology tools and techniques product description

The Manager's Pocket Guide to Corporate Culture Change Richard Bellingham,2001 This book provides a practical plan and roadmap to start the knowledge management process It walks the reader through all the stages assessment planning deployment and evaluation and then puts it together to expand the reader s core competency and win competitive advantage

Pocket Guide for Hospitality Managers Conrad Lashley,Michael N. Chibili,2019-12-17 A concise practical guide that provides the skills and knowledge for current and future managers across the hospitality industry The book provide a concise resource for all emerging hospitality managers and for academics preparing students for careers within the hospitality industry With a how to do agenda the authors offer a practical guide to the skills and knowledge needed by those who will be managing bars restaurants and hotels in the fast moving hospitality retailing contexts Written in a non academic style this book will be a valuable resource for students and early career managers working in the hospitality sector

The Manager's Pocket Guide to Virtual Teams Richard Bellingham,2001 This book is full of new ways to overcome the barriers created when people work in different locations How to create a forum for idea sharing solve problems among people from multiple functions keep everyone in the virtual loop prevent things from slipping through the cracks keep members up to date on changes and decisions and much more

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strategic and business planning by explaining how to develop a strategic plan ensure successful implementation of the plan and build and sustain high performance over the long haul 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 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 **A Pocket Guide for Project Managers** Michael J. Bettigole,2014-09-24 Organizations can deliver projects that are on time are within budget and produce the results they are intended to and it starts with project managers Author Michael J Bettigole who has painstakingly studied the patterns and circumstances surrounding project success and failure shares strategies to help project managers on the front lines accomplish their objectives In a clear concise format he shares best practices so project managers can demonstrate their expertise and distinguish themselves as leaders in the field He also explores how project managers can improve communication with members of the team keep team members accountable provide assistance to fix problems and pick the management style that works best Organized by the topics that most directly affect project deliveryaccountability transparency communication governance control leadership and toolsthe advice is simple and easy to put into action Numerous case studies on projects that succeeded and on those that went wrong help organizations duplicate victories and avoid pitfalls Whether youre a project manager or someone higher up in the organization you can gather the tools you need to help your team get the job done right with A Pocket Guide for Project Managers The Manager's Pocket Guide to Interviewing and Hiring Top Performers Sarah J. Ennis,2002 This practical guide provides the concepts and tools any manager needs to recruit and hire the best person for the job Covers legal requirements in hiring the importance of structure in recruiting the costs of a bad hire and the value of a good hire The Manager's Pocket Guide to Mega Thinking and Planning Roger Kaufman,2011-09 **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 Lean Six Sigma Pocket Toolbook: A Quick Reference Guide to Nearly 100 Tools for Improving Quality and Speed** Michael L. George,John Maxey,David T. Rowlands,Malcolm Upton,2004-10-13 Vital tools for implementing Lean Six Sigma

what they are how they work and which to use The Lean Six Sigma Pocket Toolbook is today's most complete and results based reference to the tools and concepts needed to understand implement and leverage Lean Six Sigma The only guide that groups tools by purpose and use this hands on reference provides Analyses of nearly 100 tools and methodologies from DMAIC and Pull Systems to Control Charts and Pareto Charts Detailed explanations of each tool to help you know how when and why to use it for maximum efficacy Sections for each tool explaining how to create it how to interpret what you find and expert tips Lean Six Sigma is today's leading technique to maximize production efficiency and maintain control over each step in the managerial process With The Lean Six Sigma Pocket Toolbook you'll discover how to propel your organization to new levels of competitive success one tool at a time

The Better People Leader Charles A Coonradt, 2007-07-06 From the author of *The Game of Work* comes a new guide to building better and more profitable companies by building better leaders In his new book Chuck Coonradt reveals the secrets to becoming a better people leader someone who is always focused on the growth of his or her people Better people leaders overcome the lazy manager mentality I shouldn't have to hold these people's hands and embrace an active manager mentality I am ultimately responsible for the performance of this team They take an active role in the improvement of their employees They encourage growth and create an environment in which it can freely happen Find out how to motivate inspire empower and lead your teams to greatness greatness they didn't know they had greatness that even surpasses that of their better people leader

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