

Effective Coaching Discussion Guide Briefcase Books

Effective Depositions is a comprehensive, practical guide through every stage of the deposition process. It concisely covers the law of depositions and related discovery issues and gives you a clear, thorough understanding of the process and its practical challenges and pitfalls so that you can make the best use of the opportunities the process offers. It contains numerous case studies and clearly-explained examples, in addition to models, sample forms and checklists.

Now translated into 12 languages! This reader-friendly, icon-rich series is must reading for managers at every level All managers, whether brand-new to their positions or well established in the corporate hierarchy, can use a little "brushing up" now and then. The skills-based Briefcase Books series is filled with ideas and strategies to help managers become more capable, efficient, effective, and valuable to their corporations. State-of-the-art techniques and technologies are fine, but only those companies that recognize and hold on to their top-performing employees will thrive in a tough competitive environment. Retaining Top Employees focuses on specific actions to make retention a top priority. From innovative recruitment and compensation policies to making effective use of exit interviews, it outlines a complete program for becoming the employer of choiceand is todays most in-depth exploration of this increasingly essential topic.

The Manager's Guide to Strategy shows managers how to analyze a firm's position in the marketplace, formulate and execute a profitable strategy, then evaluate and revise that strategy over time.

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

Negotiating Skills for Managers

Successful Coaching

Guide to Effective Coaching

To Hell in a Coach Bag (The Devilish Divas Series, Book 1)

The Complete Idiot's Guide to Consulting

BOOK

You can achieve performance levels once thought unattainableBut only when managers and workers establish clear lines of communication, and understand how their jobs contribute to the goals of both themselves and the organization. Performance Management is the comprehensive guidebook on how to establish a communication system to get top performance and value from each employee. It will show you how to conduct goals-focused performance planning meetings and performance appraisals and foster a true commitment to success within each employee. A meaningful tool for stimulating workplace cooperation, Performance Management will benefit the employee, the manager, and the organization itself.

Positive feedback and recognition are proven and valuable but too often overlooked management tools. Recognizing and Rewarding Employees gives managers the rewards most successful at motivating employees, tips for showing appreciation for work done well, ways to promote achievement through recognition, and more.

A collection of stories set in the Upper Midwest introduces a cast of characters who are products of their environment, but stand apart slightly from their world. Original.

Interviewing Techniques for Managers

Performance Management

Manager's Guide to Motivating Employees 2/E

Retaining Top Employees

My Name Is Tani Young Readers Edition Educator's Guide

My Name Is Tani Young Readers Edition Educator's Guide is a companion to My Name Is Tani . . . And I Believe in Miracles Young Readers Edition by Tani Adewumi. This guide can be utilized in the classroom, in a home school setting, or by parents seeking additional resources. Ideal for grades 4th-6th.

Skills for New Managers will include hands-on information on the following key topics: hiring new employees by asking the right questions; delegating work efficiently; dealing with the stress that comes with a management position; communicating effectively with your employees; how to master mentoring, leadership, and coaching styles. These books will be rich in practical techniques and examples, each book will supply specific answers to problems that managers will face throughout their careers. Skills for New Managers will detail specific techniques and strategies that managers can use to smooth their way into a management position, from hiring to delegating. The series will also continue its user-friendly, icon-rich format, which is designed to be easily digested for managers at all levels of the organizational hierarchy. Books in the series will also feature short, snappy chapters, bulleted lists, checklists and definition of terms as well as summaries at the end of every chapter.

THE BRIEFCASE BOOKS SERIES Now translated into nine languages! This reader-friendly, icon-rich series is must reading for all managers at every level. All managers, whether brand new to their positions or well established in the corporate hierarchy, can use a little "brushing up" now and then. The skills-based Briefcase Books series is filled with ideas and strategies to help managers become more capable, efficient, effective, and valuable to their corporations. Six Sigmaone of the hottest topics in today's manufacturing circlesis a statistical concept that characterizes nearly zero defects in any process. But its successful implementation involves a whole new set of management practices. Six Sigma for Managers will help managers better understand this concept and how to facilitate the learning, cooperation, skills improvement, and commitment required to make Six Sigma processes a reality in any organization.

Manager's Guide to Effective Coaching, Second EditionMcGraw Hill Professional

Presentation Skills For Managers

Conflict Resolution

Communicating Effectively

Effective Depositions

Project Management

Research proves that employees will work harder and produce more when they feel appreciated, valued, and understood. Easier said than done? Effective Coaching explains how you can: Apply good coaching methods in the workplace; Quickly establish the discipline you need in a cooperative, non-threatening atmosphere Instinctively use effective problem solving strategies in every situation You know your company needs its employees. Make sure they know that. Management strategies and techniques presented in Effective Coaching will help you dramatically improve employee performance, and maximize the measurable value received from each employee.

Leadership Skills for Managers is an in-depth exploration of the abilities and qualities of a leader (as opposed to just a manager). Leadership attributes such as problem-solving, team-building, and communication are analyzed. Tools, techniques, and real-life examples help the reader develop a plan of action for transforming a vision of leadership into an implementable reality.

Learn all you need to know about successful team management from building up a team that functions effectively to achieving the desired results. Managing Teams not only shows you how to establish a productive environment and exploit group dynamics but also provides practical techniques for you to try in different settings. Power tips help you handle real-life situations and develop the first-class team management skills that are the key to a productive and informed workplace. This innovative series covers a wide range of management and personal development topics. Each title is a comprehensive yet compact source of easy reference for all those in or aspiring to a position of responsibility with a focus on developing and enhancing professional management practice.

Now translated into nine languages! This reader-friendly, icon-rich series is must reading for all managers at every level. All managers, whether brand new to their positions or well established in the corporate hierarchy, can use a little "brushing up" now and then. The skills-based Briefcase Books series is filled with ideas and strategies to help managers become more capable, efficient, effective, and valuable to their corporations. Virtually everything in business is negotiated, and the ability to negotiate strong agreements and understandings is among today's most valuable talents. Negotiating Skills for Managers explains how to establish a solid pre-negotiation foundation, subtly guide the negotiation, and consistently set and achieve satisfactory targets. From transferring one's existing strengths to the negotiating table to avoiding common negotiating errors, it reveals battle-proven steps for reaching personal and organizational objectives in every negotiation.

A comprehensive guide to effective coaching (Leadership, Executive, Life and Performance) for novice and seasoned coaches

ACLS Study Guide - E-Book

Six Sigma For Managers

The Managers Survival Guide

Now translated into 11 languages! This reader-friendly, icon-rich series is must reading for all managers at every level All managers, whether brand new to their positions or well established in the corporate heirarchy, can use a little "brushing up" now and then. The skills-based Briefcase Books series is filled with ideas and strategies to help managers become more capable, efficient, effective, and valuable to their corporations. Managers in all types of organizations and environments must be able to prepare, or at least understand, a realistic and results-oriented budget. Budgeting for Managersrich in practical techniques and exampleswalks the reader through the entire budgeting process, from basic financial concepts and the use in creating a budget to methods for tracking actual spending.

Coaching adventure sports is part of the core work of many adventure educators but has been largely neglected in the adventure studies literature. This is the first book to link contemporary sports coaching science with adventure sports practice. It examines the unique set of challenges faced by adventure sports coaches, such as the dynamic natural environment the requirement to train athletes to levels of high performance outside of traditional structures of competition, and explores both key theory and best practice. The book covers key topics such as: Skill acquisition and skill development Models of learning and teaching Performance analysis Tactics and decision-making Training principles Mental skills techniques Goal setting and progression Risk management Each chapter contains applied examples from a range of adventure sports, including mountaineering, rock climbing, canoeing, kayaking, surfing, and winter sport, as well as practical coaching techniques and a guide to further reading. Written by a team of authors with wide experience of coaching, teaching, researching and high performance participation in adventure sports, this book is invaluable reading for any student or practitioner with an interest in adventure, outdoor education, sports coaching or lifestyle sport.

Interview Strategies for Always Getting the Information You Need For managers, interviewing is about gathering useful information in every face-to-face encounter, from project planning meetings to client discussions to speaking with prospective employees. Interviewing Techniques for Managers shows you how to master every aspect of the interview process to ensure that you always get honest, helpful, and results-oriented answers. Look to this important addition to McGraw-Hill's Briefcase Books series for workplace-tested interviewing methods including: When and how to ask the key questions Tips for getting a difficult interview back on track Techniques for telephone, e-mail, and other arms-length interviews Separatact from fiction when interviewing potential employees ... Solving workplace problems ... Uncovering how best to meet customer needs ... The ability to interview others is among the most valuable skills a manager can have. Interviewing Techniques for Managers will help you end each interview with the information you need, by beginning each interview with a solid results-oriented plan—and the know-how to execute that plan.

Now translated into 12 languages! This reader-friendly, icon-rich series is must reading for managers at every level All managers, whether brand-new to their positions or well established in the corporate hierarchy, can use a little "brushing up" now and then. The skills-based Briefcase Books series is filled with ideas and strategies to help managers become more capable, efficient, effective, and valuable to their corporations. In todays fast-changing, uncertain business environment, effective management is more difficult than ever. The Managers Survival Guide is the first hands-on, broad-brush guidebook for handling difficult management situations with skill, diplomacy, and success. Keying on techniques for recognizing and dealing with problems quickeror even before they beginit explains how to set priorities, interface with both upper management and employees, implement process management, and more.

The Big Book of Team Coaching Games: Quick, Effective Activities to Energize, Motivate, and Guide Your Team to Success

Budgeting for Managers

Finance for Non-Financial Managers

Effective Coaching

My Lord Bag of Rice

Successful management depends on the ability to quickly and effectively manage conflicts. Conflict Resolution includes hands-on information for effectively communicating with employees, disciplining and even terminating employees, understanding and using organizational politics, and more.

Not Just Any Bag of Bones is more than just an autobiography; its a testament to the indomitable spirit that was Jonathan Studdaker. Throughout his life, Jonathan wanted to be a normal human being and not just another person stuck in a wheelchair. Although he never realized his dream to become an NFL coach, he came darn close. This book may make you want to cry for Jonathan, but perhaps even for yourself. You will learn first-hand what its like to be physically disabled and dependent on others for the living of your life. You will feel the pain people with severe disabilities go through on a daily basis. You will see through the eyes of someone who wanted access to everything able-bodied folk simply take for granted. You will be forced to get off whatever pity pot you may be sitting on and begin to live your own life to the fullest. Whether youre a sports fan or not, there is something in this book for you.

The fun and effective way to boost engagement and productivity. "The Big Book of Team Coaching Games" provides the structure and games you need to build and manage powerful teams.

As Americas best-selling coaching text, Successful Coaching has helped over a million coaches develop their coaching philosophies; improve their communication, teaching, and management skills; and understand their responsibilities as a coach. The updated fourth edition of Successful Coaching offers students as well as new and veteran coaches a comprehensive guide to every aspect of coaching. Written by Rainer Martens, a respected and renowned sport psychologist, longtime coach, and lifelong competitive athlete, Successful Coaching, Fourth Edition, details the principles, knowledge, and skills that will help coaches build a foundation for their decisions and actions. Working through the text, coaches will define their philosophy, identify their objectives, and determine their coaching style. Next, coaches will learn how to become skilled communicators and motivators by applying psychological principles and recommendations for positive management of athletes' behavior. Knowing the skills required for each sport is as important as knowing how to teach and shape those skills. With Successful Coaching, coaches will become more effective instructors as they learn the games approach to teaching technical and tactical skills, a proven method of helping athletes become smart tactical players of their sports. Successful Coaching also discusses the team management responsibilities of the coach and details how to manage relationships with athletes, other coaches, administrators, medical personnel, officials, parents, and the media. Also addressed are the legal responsibilities of a coach and strategies for reducing risk. Readers will find the latest research in the fields of physical training and nutrition, including new information on creatine, energy drinks, caffeine, and hydration. Successful Coaching also provides a straightforward discussion of drug abuse among athletes, offering all-new content on methamphetamines, prescription drug abuse, and drug-testing recommendations. Sidebars provide focused insights on a range of coaching topics and offer personal encouragement and advice for coaches throughout the season. In addition, quotes from well-known coaches provide perspective on what it takes to be a successful coach. Reflection questions at the end of each chapter encourage readers to think critically about the content and apply it to their own current or future coaching situations. For course adopters, Successful Coaching also includes online access to a full set of instructor resources, including an instructor guide, image bank, and test package. A dedicated website also includes customizable and reproducible forms. Access to the electronic forms and additional online resources are referenced throughout the text. Written by a coach for coaches, Successful Coaching blends the latest research and accepted practices in the sport sciences with practical advice from seasoned coaching veterans. Successful Coaching helps readers think critically about their motivation for being a coach and establish a coaching philosophy and style that pave the way for a fulfilling sport experience for coaches and their athletes. The fourth edition of Successful Coaching has been carefully revised to meet or exceed the guidelines of the National Council for Accreditation for Coaching Education and the recommendations of the National Standards for Sport Coaches. Successful Coaching is the primary Managing Teams

The Complete Guide to Boxing Fitness Training

Adventure Sports Coaching

The Manager's Guide To Business Writing

Recognizing and Rewarding Employees

This reader-friendly series is a must read for all levels of managers All managers, whether brand-new to their positions or well established in the corporate hierarchy, can use a little brushing-up now and then. The skills-based Briefcase Books Series is filled with ideas and strategies to help managers become more capable, efficient, effective, and valuable to their corporations. Project Management reviews the steps in organizing and managing projects, from how to build a realistic schedule to how to measure both success and failure. A concise and accessible, yet authoritative, guide to a topic in which books are more often lengthy and technical, Project Management discusses team building, timing, the planning process, estimating project costs, managing project interfaces, the four stages of risk management, and more.

Briefcase Books: Manager's Guide to Motivating Employees More than 700,000 Briefcase Books sold! A manager's guide to inspiring employees to work at peak performance-to improve organizational culture and help meet the bottom-line>About the Book Manager's Guide to Motivating Employees is the perfect primer for managers looking to jumpstart the work ethic, excitement, and company synergy by engaging and motivating their employees. This new edition provides entertaining case studies and examples of how readers can create an environment in which employees feel passionate about their jobs and put the best of them in everything they do. Written specifically for today's busy manager, Briefcase Books feature eye-catching icons, checklists, and sidebars to guide managers step by step through everyday workplace situations. Key Selling Features Proven tactics for creating relationships and ensuring effective communication to get the optimal performance from employees Clear definitions of key terms and concepts Practical advice for minimizing the possibility of error Examples of successful management Specific planning procedures, tactics, and hands-on techniques Market / Audience Managers of all levels>About the Author Anne Bruce (Sacramento, CA) is a nationally recognized speaker, workshop leader, and author. Her books include the Briefcase Books Be Your Own

Mentor and Building A High Morale Workplace and Perfect Phrases for Documenting Employee Performance Problems.

Offering a quick read on the basics of performance review, this guide features short, informal, written chapters, bulleted lists, self-examinations, seven types of sidebars, and chapter-ending checklists of important points.

Reflecting the 2010 Emergency Cardiovascular Care guidelines, ACLS Study Guide, 4th Edition offers a complete, full-color overview of advanced cardiovascular life support. An easy-to-read approach covers everything from airway management and rhythms and their management to electrical therapy, acute coronary syndromes, and acute stroke. In addition to the latest ACLS treatment algorithms, this edition includes new case studies, new photos and illustrations, a heart rate ruler, and a handy ACLS quick-reference card for use in the field. Written by Barbara Aehlert, ACLS Study Guide is the official textbook for the American Safety & Health Institute ACLS certification course. A pretest and posttest -- each containing 50 questions with answers and rationales -- allow you to check your knowledge prior to and after your study. Chapter objectives present the main points in each chapter. Stop and Review sections at the end of the chapters help you remember the most important information. ACLS Pearls boxes offer key points and useful tips for clinical practice. Keeping it Simple boxes provide essential information in a clear and concise manner. Ten case studies present real-life clinical situations, allowing you to make decisions based on information in the Preparatory section. Consistent format of case studies includes Objective, Skills to Master, Rhythms to Master, Medications to Master, Related Text Chapters, Essential Actions, and Unacceptable Actions. A heart rate ruler is included to help you interpret ECGs. 4 x 6 pocket-size quick-reference card contains key ACLS algorithms for field use. 100 new and updated photos and illustrations show key ACLS procedures and equipment. Pharmacological interventions are integrated into the chapters for a more cohesive learning experience. New streamlined approach reduces the number of pages and simplifies the

information you need to know.

Manager's Guide to Effective Coaching, Second Edition

The Manager's Guide to Strategy

The Ultimate Coaching Guide

Building A High Morale Workplace

New and Selected Stories

Now translated into 11 languages! This reader-friendly, icon-rich series is must reading for all managers at every level All managers, whether brand new to their positions or well established in the corporate heirarchy, can use a little "brushing up" now and then. The skills-based Briefcase Books series is filled with ideas and strategies to help managers become more capable, efficient, effective, and valuable to their corporations. A workplace environment should be upbeat and inspire superior employee commitment, morale, and performance. Building a High Morale Workplace provides dozens of techniques and examples for making any workplace a community, instead of a corporation. It shows managers how to help employees foster a genuine bond with an employer, turn around a negative workplace, create and sustain a positive attitude, and more.

"A witty, fun trip between four girlfriends laced with hilarity, love and real-life friendship. Highly recommended for anyone looking to laugh and cry--occasionally at the same time." --R.T. Wolfe, Author Four Midwest Lunch Ladies Find Adventure On The Road in the Delightfully Humorous TO HELL IN A COACH BAG by M.J. Schiller A wacky widow, a wild divorcee, a frustrated wife and their mid-life hormonal boss are the "lunch ladies". On a quest to find solace from life's disappointments and recapture their youthful spirit, Dani, Sam, Alex and Max set out on a cross-country road trip. As their sisterhood brings adventure and opens the door to new relationships, happiness could be just around the bend, or they may be heading to Hell in a Coach bag. Publisher's Note: This series is a fun look at the serious side of life and will be enjoyed by chick-lit and women's fiction fans of Sophie Kinsella, Fannie Flagg, Colleen Coleman and Judith Kelm as well as Melanie Summers. The Devilish Divas Series . . . To Hell in a Coach Bag Damned If I Do The Devil You Know Satan, Line One Pitchfork in the Road

Provides advice on starting a consulting business covering such topics as ethics, data gathering, multiple-income stream strategy, professionalism, marketing, and fee structures.

"Truly the ultimate guide for a coach! This book is a must-read for all coaches -- whether they are starting out or are well-entrenched. With all my years in coaching, I still discovered new insights!" Michael Beale, NLP Coach and Trainer. Coaching can be transformational or simply transactional. If you truly want to transform lives, then this book is a must-read. Coaching is far more than a job -- it is a mission. Transformational coaches focus on their self-development as much as they do on the development of their clients. All coaches need to be aware of the different coaching frameworks, paradigms, and tools used by master-coaches world over. In five straightforward sections, this book guides you through the steps you need to achieve optimal success as a coach: - Section I: The ABCs of Coaching - Section II: Coaching Frameworks, Models and Tools - Section III: Case Studies - Section IV: The Business of Coaching - Section V: Resources It is an extensively researched overview of the latest developments in neuroscience, emotional intelligence and positive psychology, among many

coaching frameworks. If you are new to coaching, you will find out how to start your coaching business. If you are a seasoned professional, you will learn how to strengthen your practice. This book also offers coaching insights in the post-pandemic era.

Principles & Practice

Leadership Skills for Managers

Skills for New Managers

The Manager's Guide to Performance Reviews

Facilitator's Guide: 10 Steps to Be a Successful Manager

Financial reports speak their own language, and managers without a strong financial background often find themselves bewildered by what is being said. Finance for NonFinancial Managers helps managers become familiar with essential financial information, showing them how to "speak the language of numbers" and implement financial data in their daily business decisions. In addition, it clarifies how and why financial decisions impact business and operational objectives.

In today 's fast-action business world, you are often required to write accurate, hard-hitting letters, memos, and reports—all at a moment 's notice! The Manager 's Guide to Business Writing contains practical guidelines for writing business correspondence and materials with speed, precision, and power. Designed to provide maximum impact to your everyday work performance, this intense short-course in persuasive writing contains examples of concise yet complete letters, memos, and e-mail, strategies to use headings and white space, and more. Use this concise manual to immediately target and improve your business writing, and ensure that it always works to your advantage.

This reader-friendly series is a must read for all levels of managers All managers, whether brand-new to their positions or well established in the corporate hierarchy, can use a little brushing-up now and then. The skills-based Briefcase Books Series is filled with ideas and strategies to help managers become more capable, efficient, effective, and valuable to their corporations. The ability to give a great presentation can be a tremendous career booster, while the opposite can keep a manager on a dead-end path. Presentation Skills for Managers is a practical, advice-filled book on how to create and make compelling and persuasive presentations. Besides reviewing material on preparing and delivering effective presentations, it includes new special coverage of the development and use of Powerpoint slides, something not found in most books on presentations.

Make workplace conflict resolution a game that EVERYBODY wins! Recent studies show that typical managers devote more than a quarter of their time to resolving coworker disputes. The Big Book of Conflict-Resolution Games offers a wealth of activities and exercises for groups of any size that let you manage your business (instead of managing personalities). Part of the acclaimed, bestselling Big Books series, this guide offers step-by-step directions and customizable tools that empower you to heal rifts arising from ineffective communication, cultural/personality clashes, and other specific problem areas—before they affect your organization's bottom line. Let The Big Book of Conflict-Resolution Games help you to: Build trust Foster morale Improve processes Overcome diversity issues And more Dozens of physical and verbal activities help create a safe environment for teams to explore several common forms of conflict—and their resolution. Inexpensive, easy-to-implement, and proved effective at Fortune 500 corporations and mom-and-pop businesses alike, the exercises in The Big Book of Conflict-Resolution Games delivers everything you need to make your workplace more efficient, effective, and engaged.

Women's Fiction

The Big Book of Conflict Resolution Games: Quick, Effective Activities to Improve Communication, Trust and Collaboration

Not Just Any Bag of Bones

Communicating Effectively shows busy managers how to combine proven techniques and strategies with the latest technologies for successful, results-directed interaction. Included are techniques for shaping positive perceptions, tips for giving instructions and corrective feedback, strategies for making your points in presentations and e-communications, and more.