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encourages the development of interpersonal observational and caring skills This highly practical guide and its companion volume *Developing Assertiveness Skills for Health and Social Care Professionals* are essential tools for all health and social care professionals particularly those in acute medicine primary care and the community It is also highly recommended to those without a management role wanting to understand how to develop their relationships with their colleagues and managers

Time Management for Engineers and Constructors Ray G. Helmer, 1998-01-01 In *Time Management for Engineers and Constructors* author Ray Helmer offers solutions to the problem of why it is that engineers who pride themselves on logical thinking and efficiency are not more successful in time management This new second edition provides practical easy to follow steps for keeping your projects on schedule and within budget while satisfying both clients and management

The Personal Efficiency Program Kerry Gleeson, 2003-11-21 How to be more organized and productive at work and have more fun doing it In the decade since the publication of first edition of this international bestseller Kerry Gleeson's famed Personal Efficiency Program PEP has revolutionized the work lives of more than a half million people worldwide With increasing pressure to produce with far less support than at any time in the recent past the techniques herein are more timely than ever The program helps readers conquer the daily stream of interruptions and paperwork to manage tasks and time effectively This Third Edition features expanded coverage of how to get more done in teams including tips on managing multiple schedules and running more efficient meetings It also incorporates ways to effectively use technology helping readers make the most of the Internet PDA's and email to get the job done more quickly and with less effort Kerry Gleeson Boca Raton FL is founder and CEO of the Institute for Business Technology International IBT's client list includes GM Texaco Westinghouse and Hewlett Packard Gleeson has been featured in the Financial Times the Washington Post and Success

The Project Meeting Facilitator Tammy Adams, Janet A. Means, Michael Spivey, 2015-03-17 Have you ever been involved in a project that didn't require a meeting Neither have we Well run project meetings allow teams to get through the maze of distractions and obstacles to achieve results Unfortunately many project meetings aren't well run they are viewed by team members as unproductive tedious wastes of precious time But you can change that The Project Meeting Facilitator contains practical techniques and practices that will help you facilitate our meetings more effectively transforming them into well planned well managed journeys that engage the team while achieving the intended goals

The Game Kim Beamon, 2001-10 Working in corporate America is like surviving in the world of sports there are things to win there's competition there are teams and teammates people play certain positions managers are coaches employees have game plans and the business year is often divided into quarters At work the corporate professional is also a business athlete At work the corporate professional is actually in a game At work the corporate professional is personally responsible to play his position At work there is a specific set of rules for the corporate professional to follow And though the rules may seem unfair at work the corporate professional will need to follow the rules to win The reader is treated as if he's a professional basketball player

going into his rookie season Chapters mirror the player s life as an athlete Before the real work season starts the business athlete spends time in pre season First and second quarter halftime third and fourth quarter reflect the actual activity at work The off season represents a time at work when the corporate professional begins to leave his new hire or rookie status to become a seasoned player A final chapter offers business advice to keep the corporate professional motivated The chapter format is simple business rules followed by explanations and random mixtures of anecdotes and sports analogies called Sports Talk Sports Talk helps to draw comparisons to similar rules or principles in the game of basketball For concepts that require more details and examples Appendices are used for reference The Appendix also includes a recommended book list and a listing of helpful Internet sites The Game assists the corporate professional in turning unconscious mistakes and blunders into purposeful and directed strategies for success saving both time and money For the employee valuable time making mistakes For the company large amounts of time and money spent paying for those mistakes In a fast paced read what The Game teaches typically takes the corporate professional years to learn and could cost a corporation multiple thousands of dollars to address Success in corporate America depends on one s ability to get in the game master the fundamentals execute offensively understand your position and play to win The Game is a complete resource for what it takes to win at work The time spent reading this book will develop and refine Mental toughness Wardrobe selection Organizational skills Social habits Performance measurements Relational skills Personal growth Financial endeavors Professional opportunities The Game is for the reader who is Graduating college and entering a professional job Currently a new hire within his first 12 24 months at work An intern or temp seeking permanent employment On the job but suspects something is holding him back Already working but needs an edge Preparing to enter the workplace for the first time or again The Game is a perfect tool to give to the male you know in one of the above categories especially if you are a n Parent Relative Friend Career or Guidance Counselor Job Placement Specialist Recruiter New hire Trainer Mentor Advisor Manager Human Resources Representative I m a retired professional athlete and now a businessman To win at work the way I did on the field I find I use many of the mental preparations team player principles and rules referenced in this book Fred Barnett former Philadelphia Eagle and Miami Dolphin

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