

By Susan H Gebelein Successful Managers Handbook Develop Yourself Coach Others 7th Edition

Successful Manager's Handbook Successful Manager's Handbook Successful Manager's Handbook The Successful Executive's Handbook Successful Manager's Handbook Development First Succession Planning Basics, 2nd Edition FYI Leader as Coach Improving On-the-Job Training FYI MBA Fundamentals Accelerated Aging FYI® for Your Improvement Successful Manager's Handbook Biotechnology and Bioactive Polymers Writing and the Ancient State The Well-Timed Strategy Whence the Goddesses Developing Employees

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"Managers often learn how to lead and manage while doing their jobs. The Successful Manager's Handbook helps you fulfill two of your most important roles as a manager--developing yourself and coaching others." -- back cover.

Provides suggestions and action steps for becoming an outstanding manager and a great leader and to achieving personal career success.

A bevy of suggestions for ongoing individual and team self-development within a changing corporate environment.

Design your succession planning strategy. Succession Planning Basics will equip you with the background and implementation tools you need to devise and execute a forward-thinking succession planning program for your organization. It offers theory, processes, and best practices for organizations embarking on a succession-planning project, addressing the basic concepts and steps for success. This book is for management professionals considering succession planning for their organizations, organizational development professionals at the beginning of their careers, human resources professionals wanting to move away from replacement hiring, and trainers needing a basic understanding of succession planning for employee development plans. This second edition looks closer at tools and new developments in software that can streamline planning efforts as well as updated best practices and considerations for addressing the needs of every generation when creating succession plans. Chapters include assessment tools, exercises, and job aids. Succession Planning Basics is part of ATD 's Training Basics series.

Provides a chapter of easy to follow and actionable tips for each of the areas identified as leadership competencies including: dealing with ambiguity, conflict management, and strategic agility.

This second edition of the best-selling book, ImprovingOn-The-Job Training, provides professional trainers, HRmanagers, and line managers with a hands-on resource for installinga low-cost, low tech approach to planned on-the-job trainingprogram that will improve real-time work performance throughout anentire organization. A comprehensive volume, ImprovingOn-The-Job Training Offers guidelines for establishing an OJT program. Outlines the key management issues that should be addressedwhen starting up a program. Describes effective methods of training the trainers andlearners. Shows how to identify the need for plannedon-the-job-training. Explains how to analyze work, worker, and workplace OJT. Offers vital information for preparing and presentingon-the-job training. Illustrates how to evaluate results of OJT. Describes aids to planned on-the-job training. Includes six valuable lessons about planned OJT programs.

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