

The Manager's Pocket Guide™



Dealing with Conflict

Lois B. Hart, Ed.D.

The Managers Pocket Guide To Dealing With Conflict

Edward E. Hubbard

The Managers Pocket Guide To Dealing With Conflict:

The Manager's Pocket Guide to Leadership Skills Peter B. Stark,Jane S. Flaherty,1999 This practical guide for supervisors and managers discusses contemporary leadership responsibilities and goes on to specifically describe the steps and skills needed to successfully apply 14 leadership competencies including Leading organization change managing time coaching creating a motivativing environment and more **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 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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The Manager's Pocket Guide to Strategic and Business Planning Stephen G. Haines,1999 Enterprises in today s Global Information Age must keep up with rapid changes in technology while overhauling businesses programs and operations to meet the changing values and demands of customers and employees This guide will aid you in applying the Systems Thinking Approach to your 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 **Conflict and Dispute Resolution** Mieke Brandon,Leigh Robertson,2007 onflict and Dispute Resolution is a practical guide to understanding dispute resolution theory in the context of organisational psychological and social work themes It covers the spectrum of interventions from the prevention of conflict ignoring it managing it through feedback difficult conversations self mediation conflict coaching to facilitative processes such as dispute facilitation mediation concilliation and managing groups and multi party disputes The book encourages diverse thinking about how conflict impacts not only on the individual but also on relationships in their broadest sense at home at work locally and globally The authors show how to apply the theoretical aspects of mediation to skill building for conflict management negotiation and mediation and include discussion of assessment methods Conflict Resolution and Mediation is comprehensive in its coverage of all the skills and processes

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