

1.	Record Nr.	UNINA990009999710403321
	Titolo	L'opera di Norberto Bobbio : itinerari di lettura / a cura di Valentina Pazè
	Pubbl/distr/stampa	Milano : FrancoAngeli, 2005
	Descrizione fisica	174 p. ; 23 cm
	Collana	Centro studi di scienza politica Paolo Farneti ; 15
	Disciplina	320.092
	Locazione	FSPBC
	Collocazione	II F 485
	Lingua di pubblicazione	Italiano
	Formato	Materiale a stampa
	Livello bibliografico	Monografia
2.	Record Nr.	UNINA9910778840803321
	Autore	Minor Marianne
	Titolo	Preventing workplace violence [[electronic resource]] : positive management strategies / / Marianne Minor
	Pubbl/distr/stampa	Menlo Park, Calif., : Crisp Publications, c1995
	ISBN	1-4175-2501-0
	Descrizione fisica	1 online resource (102 p.)
	Collana	A fifty-minute series book
	Disciplina	658.4/73
	Soggetti	Violence in the workplace - Prevention Employee crimes - Prevention
	Lingua di pubblicazione	Inglese
	Formato	Materiale a stampa
	Livello bibliografico	Monografia
	Note generali	On cover: Providing a safe work environment.
	Nota di contenuto	""TITLE""; ""COPYRIGHT""; ""ABOUT THE AUTHOR""; ""ABOUT THE SERIES""; ""DISCLAIMER""; ""CONTENTS""; ""ACKNOWLEDGMENTS""; ""About the Cover""; ""INTRODUCTION""; ""SECTION I Understanding Violence in the Workplace""; ""DEFINITION OF WORKPLACE VIOLENCE"";

""FACTS ABOUT WORKPLACE VIOLENCE""; ""FACTORS LINKED WITH INCREASED WORKPLACE VIOLENCE""; ""IDENTIFYING POTENTIALLY VIOLENT EMPLOYEES""; ""PROFILE OF A POTENTIALLY VIOLENT EMPLOYEE""; ""ASSESSING WARNING SIGNS""; ""AGGRAVATING FACTORS""; ""IS YOUR ORGANIZATION PREPARED?""; ""SECTION II Violence Prevention Strategies""
""PREVENTING CRITICAL INCIDENTS IS CRUCIAL""""BEING PREPARED CAN MAKE A DIFFERENCE""; ""The Role of Managers""; ""Mistakes Managers Make in Assessing Violence Issues""; ""ARE YOU AN EFFECTIVE CRISIS MANAGER?""; ""THE ELEMENTS OF PREVENTION""; ""YOUR CRISIS MANAGEMENT TEAM""; ""MOBILIZE PROFESSIONAL ADVISORS""; ""Acquiring Professional Help""; ""Employee Assistance Programs""; ""Assessment Professionals""; ""Legal Assistance""; ""CREATE A CRISIS MANAGEMENT PLAN""; ""ESTABLISH A VIOLENCE-PREVENTION POLICY""; ""KNOW YOUR EMPLOYMENT LAWS""; ""A Word About Employment Laws""
""USE PROPER EMPLOYEE-SELECTION TECHNIQUES""""Hiring Practices Assessment""; ""RECOGNIZE SIGNS OF TROUBLE""; ""PROVIDE COACHING OR COUNSELLING""; ""Definitions""; ""Work Situations That May Require Coaching""; ""Work Situations That May Require Counseling""; ""Providing Effective Feedback""; ""HOW TO GIVE EFFECTIVE FEEDBACK""; ""POSITIVE FEEDBACK COMES IN MANY FORMS""; ""Kinds of Reinforcement""; ""Guidelines for Successful Coaching""; ""Guidelines for Successful Counseling""; ""NOW WHAT? WHEN COACHING AND COUNSELING FAIL""; ""TAKE DISCIPLINARY ACTION""; ""Definition""
""Required Steps in Disciplinary Action""""TERMINATION""; ""MY ACTION PLAN""; ""SECTION III Crisis Management""; ""RECOGNIZE AND MOBILIZE""; ""WHAT TO DO DURING A CRISIS""; ""TEN PITFALLS TO AVOID DURING A CRITICAL INCIDENT""; ""TIPS ON NONVERBAL COMMUNICATION""; ""HELPING EMPLOYEES GET THROUGH THE TRAUMA""; ""FACTS YOU SHOULD KNOW ABOUT TRAUMA""; ""EMPLOYEE TRAUMA CHECKLIST""; ""WHAT TO DO AFTER A CRITICAL INCIDENT""; ""Address your Employees' Reactions""; ""Address Your Managers' Concerns""; ""Gather Professional Support""; ""Arrange for Proper Communication""
""Other Resources""
