

1. Record Nr.	UNINA9910450046603321
Autore	Hathaway Patti
Titolo	Managing upward [[electronic resource]] : a partnership plan for employees and bosses / / Patti Hathaway and Susan D. Schubert
Pubbl/distr/stampa	Los Angeles, Calif., : Crisp Publications, c1992
ISBN	1-4175-2499-5
Descrizione fisica	1 online resource (126 p.)
Collana	Fifty minute series
Altri autori (Persone)	SchubertSusan D
Disciplina	650.1/3
Soggetti	Managing your boss Electronic books.
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	On Cover: Managing upward : strategies for succeeding with your boss. How to effectively "manage your boss."
Nota di contenuto	""TITLE""; ""COPYRIGHT""; ""PREFACE""; ""ACKNOWLEDGMENTS""; ""CONTENTS""; ""SECTION I Introduction""; ""WHAT IS A BOSS?""; ""WHO MANAGES WHOM?""; ""WHAT THIS BOOK WILL DO""; ""BENEFITS""; ""WHY ARE YOU READING THIS BOOK?""; ""DEFINING THE PARTNERSHIP AND HOW IT CAN WORK BETTER""; ""THINK ABOUT YOUR SITUATION""; ""CLARIFY YOUR RELATIONSHIP""; ""SECTION II Focusing on the Big Picture""; ""WHERE DO I START?""; ""OTHER WAYS TO FIND OUT YOUR BOSS's PRIORITY""; ""BLEND GOALS""; ""BLOCKS TO GOAL ACHIEVEMENT""; ""OVERCOMING BLOCKS""; ""SECTION III Communicate with Impact"" ""WHAT IS EFFECTIVE COMMUNICATION?""; ""COMMUNICATION GAPS""; ""How Well Do You Comprehend or Listen?""; ""SECTION IV Talk's Not Cheap: Building Bridges via Meetings""; ""Let's Talk!""; ""BEFORE YOU JUMP IN""; ""GETTING STARTED""; ""GETTING ACTION FROM BI-WEEKLY MEETINGS""; ""THE HIGH COST OF MEETINGS""; ""IF YOUR BOSS IS THE MEETING LEADER""; ""SECTION V Confronting with Compassion""; ""HOW CAN YOU CRITIQUE YOUR MANAGER?""; ""CRITICIZING YOUR BOSS""; ""FIVE of PROVIDING UNSOLICITED FEEDBACK""; ""STEP 1: Select Your Timing""; ""STEP 2: Secure The Boss's Permission"" ""STEP 3: Share Specifics""; ""THE DASS SCRIPT""; ""STEP 4: Show Team Benefits""; ""STEP 5: Summarize Your Agreement""; ""SECTION VI How to Read Your Boss""; ""READING YOUR BOSS""; ""Step 1: R=Review""; ""STEP

2: E=Evaluate Established Patterns"; ""STEP 3: A as Apply Appropriate Approach"; ""SECTION VII The Care and Feeding of a Boss"; ""SIX WAYS TO BECOME A STAR"; ""SUCCESSFUL EMPLOYEE ACTIONS"; ""KEEP YOUR BOSS INFORMED"; ""MONTHLY STATUS REPORT"; ""TURN COMPLAINTS INTO PROPOSALS"; ""PRAISING UPWARD"; ""Praise Example"; ""THINGS BOSSES DONa€?T WANT""  
""SECTION VIII Managing Time Management Monsters""""PRODUCTIVITY PRINCIPLES"; ""PLANNING STEPS""; ""How to Manage the Monsters"";  
""BARRIER 1: INTERRUPTIONS""; ""Saying No to Your Boss""; ""BARRIER 2: CHANGING PRIORITIES""; ""BARRIER 3: COPING WITH MULTIPLE BOSSSES"";  
""BARRIER3 4: LACK OF INFORMATION""; ""BARRIER 5: UNAVAILABLE BOSS""; ""BARRIER 6: DISORGANIZED BOSS""; ""A FINAL THOUGHT"";  
""SECTION IX Coping with Dreadful Bosses""; ""ALL BOSSES ARE NOT CREATED EQUAL""; ""INTOLERABLE BOSS BEHAVIOR""; ""WHAT CAN YOU DO?""; ""RISK TO ACTION STEPS DIAGRAM""; ""SCALE 1: Level of Risk""  
""SCALE 2: Severity of Problem""""SCALE 3: Risk, Severity and Action Steps""; ""CASE STUDY 1: GOOD GUY/BAD GUY""; ""CASE STUDY 2: THE BOTTLENECK BOSS""; ""SECTION X Chutes or Ladders""; ""ASSESS YOURSELF""; ""EVALUATING YOUR SCORESHEET""; ""HOW TO ACHIEVE GOOD PERFORMANCE EVALUATIONS""; ""STEP 1: Set Performance Goals""; ""STEP 2: Keep Score All Year Long""; ""Types of Criticism"";  
""Coping with Criticism from Our Boss""; ""RESPONDING TO UNJUSTIFIED CRITICISM""; ""FOGGING""; ""REQUEST SPECIFIC FEEDBACK""; ""Case Scenario""; ""ADMIT THE TRUTH""; ""Valid Criticism Scenario""  
""Potential Responses to Situations 1a€?3""

---

2. Record Nr.	UNINA9910814543303321
Autore	Mitton Jacqueline
Titolo	Cambridge illustrated dictionary of astronomy / / Jacqueline Mitton [[electronic resource]]
Pubbl/distr/stampa	Cambridge : , : Cambridge University Press, , 2007
ISBN	1-316-08590-2 1-281-15593-4 9786611155933 0-511-48152-7 0-511-37029-6 0-511-37080-6 0-511-36979-4 0-511-36925-5 0-511-37127-6
Descrizione fisica	1 online resource (vi, 397 pages) : digital, PDF file(s)
Disciplina	520.3
Soggetti	Astronomy
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Title from publisher's bibliographic system (viewed on 05 Oct 2015).
Nota di contenuto	COVER; HALF-TITLE; TITLE; COPYRIGHT; PREFACE; Using the book; Acknowledgements; A; B; C; D; E; F; G; H; I; J; K; L; M; N; O; P; Q; R; S; T; U; V; W; X; Y; Z; PICTURE CREDITS
Sommario/riassunto	This lavishly illustrated new dictionary written by an experienced writer and consultant on astronomy provides an essential guide to the universe for amateur astronomers of all ages. Around 1300 carefully selected and cross-referenced entries are complemented by hundreds of beautiful colour illustrations, taken from space missions, the Hubble Space Telescope, and other major observatories on Earth and in space. Distinguished stellar illustrator Wil Tirion has drawn 20 new star maps especially for inclusion here. A myriad of named astronomical objects, constellations, observatories and space missions are described in detail, as well as biographical sketches for 70 of the most luminous individuals in the history of astronomy and space science. Acronyms

and specialist terms are clearly explained, making for the most thorough and carefully assembled reference resource that teachers and enthusiasts of astronomy will ever need.

---