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Autore	Weiss Abraham <1913->
Titolo	Collective bargaining provisions Seniority
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Descrizione fisica	1 online resource (viii, 75 pages)
Collana	Bulletin ; ; no. 908-11
Altri autori (Persone)	LehrerEleanor R
Soggetti	Seniority, Employee Collective labor agreements - United States Collective labor agreements United States
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Note generali	"Prepared by ... Abraham Weiss and by Eleanor R. Lehrer"--Page iii, Letter of transmittal. Includes index.

2. Record Nr.	UNINA9910784653103321
Autore	Holtsnider Bill <1956->
Titolo	IT manager's handbook [[electronic resource]] : getting your new job done / / Bill Holtsnider, Brian D. Jaffe
Pubbl/distr/stampa	New York, : Morgan Kaufman Publishers, c2006
ISBN	1-280-70762-3 9786610707621 0-08-046574-9
Edizione	[2nd ed.]
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Altri autori (Persone)	Jaffe Brian D
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Soggetti	Industrial management - Data processing Management information systems
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Formato	Materiale a stampa
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Note generali	Description based upon print version of record.
Nota di bibliografia	Includes bibliographical references and index.
Nota di contenuto	Front Cover; About the Authors; Title page; Copyright Page; Table of Contents; Brief Table of Contents; Complete Table of Contents; Preface; Part One: The Business of Being an IT Manager; Chapter One: The Role of an IT Manager; 1.1 Just What Does an IT Manager Do?; Why All That Change and Flexibility Is Good; Why All That Change and Flexibility Is Bad; 1.2 Managers in General; General Definition of a Manager; Styles of Management; The Hidden Work of Management; Resentment Toward Management; Babysitting versus Managing; Politics; 1.3 The Strategic Value of the IT Department Applications Development versus Technical Operations IT Department Goals; The Value of IT Managers; 1.4 Develop an IT Strategy; Determine Who Your Team Members Are; Determine How Important Technology Is to Your Organization; Determine Who Your Customers Are and What Their Needs Are; Keep Your Department Central to the Company's Operations; 1.5 Additional Resources; Web Sites; Books and Articles; Chapter Two: Managing Your IT Team; 2.1 Keeping Employees Focused; Establish Priorities; Communicate with Your Team; Company Mission; 2.2 Avoiding Burnout Be as Clear as Possible About Your Real Priorities Make Your Employees Aware of the Dangers of Burnout; Deal with the Situation; 2.3 Employee Training; Cost; Need; Employee Morale; Scheduling Demands; How Do

You Know When Your Employees Need Training?; Certification; What If the Employee Takes a Training Class, and Then Uses His New-Found Skills to Find Another Job?; Non-Technical Training; Maximizing the Value of Training; 2.4 Performance Reviews; Key Areas of Evaluation; Specific Evaluation Statements; Guidelines for Reviews; Negative Reviews; Have Employees Review Themselves

""360"" ReviewsHow to Conduct the Actual Review Discussion; 2.5 Additional Resources; Web Sites; Books and Articles; Chapter Three: Staffing Your IT Team; 3.1 Why IT Managers Need to Deal with Hiring People; HR Department's Role; Justifying a Hire; Start with Internal and External Referrals; Internal versus External Hires; Should You Hire a Full-time Employee or a Consultant?; 3.2 Write a Position Description; Position Descriptions versus Contracts; General Requirements; Advertising Options; 3.3 Recruiters; Finding the Right Recruiter; 3.4 Selecting Candidates; Reviewing Resumes

Telephone ScreeningAt What Level Should I Interview?; Narrowing Down the List; General Interview Guidelines; Prepare a List of Questions; Who Else Should Interview a Candidate?; Key Concepts for a Good Technical Interview; Rank Criteria; The Value of Certification; Education; Checking References; Common Hiring Mistakes; Offering the Correct Amount for an IT Position; 3.5 Outsourcing and Offshore Outsourcing; Offshore Outsourcing Overview; 3.6 Additional Resources; Web Sites; Books and Articles; Chapter Four: Project Management; 4.1 Projects and ""Project Management"": A Quick Overview

The Value of Project Management

Sommario/riassunto

Many technical professionals are tossed into their new position of managing an IT department without enough training or experience - let alone a clear idea of what is expected of them. Other technicians are trying to decide if they should join the ranks of management, and want the real facts about managing - and managing other technical pros - before they decide. To compound the issue, most companies have become highly dependent on their IT departments for their day-to-day business operations - often including revenue generation - so the tasks are critical and the learning curve is stee
