

1.	Record Nr.	UNISALENTO991004051299707536
	Titolo	Popolazione e problemi demografici delle città italiane tra XVIII e XIX secolo: Milano Bologna Ravenna Toscana Lione di Fine '700 / Athos Bellettini ... [et al.]
	Pubbl/distr/stampa	Milano : Franco Angeli, 1978
	Descrizione fisica	1 v. ; 22 cm
	Collana	Storia urbana ; 5
	Altri autori (Persone)	Bellettini, Athosauthor
	Disciplina	711
	Lingua di pubblicazione	Italiano
	Formato	Materiale a stampa
	Livello bibliografico	Monografia
2.	Record Nr.	UNINA9910782555503321
	Autore	Mallet Jean-Laurent
	Titolo	Geomodeling [[electronic resource] /] / Jean-Laurent Mallet
	Pubbl/distr/stampa	Oxford ; ; New York, : Oxford University Press, 2002
	ISBN	1-280-83537-0 9786610835379 0-19-803303-6
	Descrizione fisica	1 online resource (612 p.)
	Collana	Applied geostatistics series
	Disciplina	550/.1/13
	Soggetti	Computer-aided design Geology - Computer simulation
	Lingua di pubblicazione	Inglese
	Formato	Materiale a stampa
	Livello bibliografico	Monografia
	Note generali	Description based upon print version of record.
	Nota di bibliografia	Includes bibliographical references (p. 581-594) and index.
	Nota di contenuto	Contents; 1 Discrete Modeling for Natural Objects; 2 Cellular Partitions; 3 Tessellations; 4 Discrete Smooth Interpolation; 5 Elements of Differential Geometry; 6 Piecewise Linear Triangulated Surfaces; 7

3. Record Nr.	UNINA9911007079803321
Autore	Paul Debra
Titolo	The human touch : personal skills for professional success // Debra Paul, James Cadle, Phillipa Thomas
Pubbl/distr/stampa	London, : British Computer Society, 2012
ISBN	9781628702552 1628702559 9781780171388 1780171382 9781780171371 1780171374 9781780171395 1780171390
Edizione	[1st edition]
Descrizione fisica	1 online resource (256 p.)
Altri autori (Persone)	CadleJames ThomasPhillipa
Disciplina	650.1 658.4
Soggetti	Business etiquette Success in business
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di bibliografia	Includes bibliographical references.
Nota di contenuto	Copyright; CONTENTS; LIST OF FIGURES AND TABLES; AUTHORS; FOREWORD; ACKNOWLEDGEMENTS; ABBREVIATIONS; 1 THE IMPORTANCE OF PERSONAL SKILLS; INTRODUCTION; THE IMPORTANCE OF PEOPLE; CATEGORISING PEOPLE; THE SENSE OF THE INDIVIDUAL; THE NATURE OF BUSINESS CHANGE WORK; CATEGORIES OF SKILL; THE HUMAN TOUCH; CONCLUSION; REFERENCES AND FURTHER READING; 2 BUILDING RAPPORT AND SUSTAINING RELATIONSHIPS; INTRODUCTION; CONTENTS OF THIS CHAPTER; THE NATURE OF RAPPORT; WHY RAPPORT IS SO IMPORTANT IN WORKING RELATIONSHIPS; THE BUSINESS

CONTEXT FOR RAPPORT; THE PSYCHOLOGY OF RAPPORT
TECHNIQUES FOR CREATING AND SUSTAINING RAPPORT FACE TO
FACETECHNIQUES FOR CREATING AND SUSTAINING RAPPORT OVER THE
PHONE; TECHNIQUES FOR CREATING RAPPORT VIA EMAIL; HOW TO
DESTROY RAPPORT; CONCLUSION; REFERENCES AND FURTHER
READING; 3 TEAM WORKING; INTRODUCTION; CONTENTS OF THIS
CHAPTER; GROUPS AND TEAMS; TEAM ROLES; TEAM DEVELOPMENT;
MANAGEMENT AND TEAM BUILDING; CONCLUSION; CHAPTER
REFERENCES; 4 NEGOTIATION AND CONFLICT; INTRODUCTION;
CONTENTS OF THIS CHAPTER; TYPES OF NEGOTIATION SITUATIONS;
NEGOTIATION OUTCOMES; THE 'GETTING TO YES' APPROACH; PROCESS
FOR SUCCESSFUL NEGOTIATION
MANAGING CONFLICT SITUATIONSCONCLUSION; REFERENCES AND
FURTHER READING; 5 LEADERSHIP; INTRODUCTION; CONTENTS OF THIS
CHAPTER; WHAT IS LEADERSHIP?; HOW LEADERSHIP DIFFERS FROM
MANAGEMENT; THREE KEYS TO EFFECTIVE LEADERSHIP; THEORIES OF
LEADERSHIP; LEADERSHIP STYLES; THE MODELS; LATERAL LEADERSHIP;
CONCLUSION; REFERENCES AND FURTHER READING; 6 INFLUENCING;
INTRODUCTION; CONTENTS OF THIS CHAPTER; INFLUENCE VERSUS
POWER; STARTING OUT: DEFINING OUR CIRCLE OF INFLUENCE;
INFLUENCING AND THE THREE UNIVERSAL HUMAN GOALS; CIALDINI'S
'SIX PRINCIPLES OF INFLUENCE'; THE OUTCOME FRAME
QUESTIONS: THE GOLDEN KEY TO INFLUENCEINFLUENCING ACCORDING
TO SOCIAL PREFERENCE; THE INFLUENCING PROCESS; CONCLUSION;
REFERENCES AND FURTHER READING; 7 WRITTEN COMMUNICATION;
INTRODUCTION; CONTENTS OF THIS CHAPTER; THE PROS AND CONS
OF WRITTEN COMMUNICATION; THE COMMUNICATION PROCESS AND
THE BARRIERS TO COMMUNICATION; PLANNING THE WRITTEN
COMMUNICATION; TYPES OF WRITTEN COMMUNICATION; A PROCESS
FOR WRITTEN COMMUNICATION; THE EMOTIONAL IMPACT OF WRITING;
WRITING STYLE; ASSESSING READABILITY: THE 'FOG INDEX'; EMAIL:
PERILS AND PITFALLS; WRITING FOR THE WEB; CONCLUSION; FURTHER
READING
8 PRESENTATION SKILLSINTRODUCTION; CONTENTS OF THIS CHAPTER;
PLANNING THE PRESENTATION; DEVELOPING THE PRESENTATION;
SPEAKER'S NOTES; PRESENTATION AIDS; DELIVERING THE
PRESENTATION; THE TEAM PRESENTATION; CONCLUSION; FURTHER
READING; 9 COMMERCIAL AWARENESS; INTRODUCTION; CONTENTS OF
THIS CHAPTER; WHAT IS COMMERCIAL AWARENESS?; MAKING SENSE OF
THE ECONOMIC ENVIRONMENT AND THE MARKET; MAKING SENSE OF
THE ORGANISATION; APPRECIATING CULTURE; FINANCIAL LITERACY;
CONCLUSION; REFERENCES AND FURTHER READING; 10 COACHING;
INTRODUCTION; CONTENTS OF THIS CHAPTER; WHAT IS COACHING?
DISTINGUISHING BETWEEN COACHING, MENTORING, COUNSELLING AND
TRAINING

Sommario/riassunto

Strong interpersonal skills are a fundamental requirement in all work environments. This book provides expert guidance for IT and other professionals on key skills including: building rapport; team working; leadership; negotiation; written communication; managing conflict; presentation skills; coaching and mentoring; problem solving.
