

1.	Record Nr.	UNICAMPANIASUN0061699
	Autore	Comune di Napoli
	Titolo	Prontuario tecnico amministrativo : guida alle procedure amministrative nell'edilizia e normative di riferimento 1 / Comune di Napoli ; Associazione costruttori Edili di Napoli ; Ordine degli architetti di Napoli ; Ordine degli ingegneri di Napoli
	Pubbl/distr/stampa	Napoli : Graffiti, 1997
	ISBN	88-86983-22-0
	Descrizione fisica	[97 p.] ; 28 cm.
	Lingua di pubblicazione	Italiano
	Formato	Materiale a stampa
	Livello bibliografico	Monografia
2.	Record Nr.	UNINA9910784536703321
	Autore	Topchik Gary S
	Titolo	The first-time manager's guide to team building [[electronic resource] /] / Gary S. Topchik
	Pubbl/distr/stampa	New York, : AMACOM, c2007
	ISBN	1-281-12875-9 9786611128753 0-8144-0087-6
	Descrizione fisica	1 online resource (144 p.)
	Disciplina	658.4/022
	Soggetti	Executives - Training of Leadership - Study and teaching Teams in the workplace Interpersonal communication Employee motivation
	Lingua di pubblicazione	Inglese
	Formato	Materiale a stampa
	Livello bibliografico	Monografia
	Note generali	Includes index.

Nota di contenuto

The best team experience -- Defining a team -- The four team models -- A summary of the four models -- Mismanaging your teams -- Creating a team-based work environment -- A new set of skills -- Roadblocks on your way -- Getting to the new road -- The 10 steps of team building -- Leading your meetings -- Team-spirit key #1 : clear roles and responsibilities -- Team-spirit key #2 : open and honest communication -- Team-spirit key #3 : a supportive and knowledgeable manager/leader -- Team-spirit key #4 : decision-making authority -- Team-spirit key #5 : rewards and recognition -- Make them accountable! -- Watch out for difficult team personalities! -- Going from conflict to collaboration -- Team building as an ongoing process -- The post-its -- The original game -- A real problem -- Well-known leaders -- Team temperature -- The unsighted square -- Conclusion.

Sommario/riassunto

The First-Time Manager Make the transition from team member to team leader Understand the difference between a team and a work group Hold team members accountable Make their teams more productive Manage challenging situations and resolve conflict within a team. Written in an engaging, conversational style, Topchik explains the five essential qualities of a high-performing team: goals and standards; decision making; honest communication; clear roles and responsibilities; and celebrating success. Packed with activities and assessments for both the manager and team members, this is an essential guide for any manager who strives for team-building success.
