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Altri autori (Persone)	BiechElaine
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Nota di contenuto	The Pfeiffer Book of Successful Team-Building Tools; CONTENTS; INTRODUCTION; HOW THE BOOK IS ORGANIZED; Chapter 1: What Is Teamwork?; ADVANTAGES OF WORKING IN TEAMS; DISADVANTAGES OF WORKING IN TEAMS; EXPLORE YOUR TEAMWORK ASSUMPTIONS; Chapter 2: A Model for Building Teamwork; TEN CHARACTERISTICS OF SUCCESSFUL TEAMS; LEARNING TO BE A TEAM; Chapter 3: Clear Goals; Chapter 4: Defined Roles; NO STRINGS ATTACHED PREWORK SHEET; NO STRINGS ATTACHED ANSWER SHEET; NO STRINGS ATTACHED OBSERVER SHEET; SCOPE OF CONTROL THEORY SHEET; SCOPE OF CONTROL TASK SHEET TEAM ROLES: A SYSTEM FOR DEVELOPING HIGH-PERFORMANCE TEAMS DESIGNING TEAMS FOR HIGH PERFORMANCE; THE USES OF TEAM-ROLE THEORY; THE BENEFITS OF TEAM-ROLE THEORY; CONCLUSION; Chapter 5: Open and Clear Communication; Chapter 6: Effective Decision Making; NEWS ROOM SUGGESTED WORD OPTIONS; Chapter 7: Balanced Participation; Chapter 8: Valued Diversity; UNEARNED PRIVILEGE THEORY SHEET; THE FOREST VS. THE TREES THEORY SHEET; THE FOREST VS. THE TREES TEAM-SELECTION SHEET;

DEVELOPMENTAL STAGES OF SOCIAL IDENTITY; DEVELOPMENTAL STAGES OF TEAMS; CONCLUSION; Chapter 9: Managed Conflict M&M GAME CONFLICT-RESOLUTION LECTURETTESHEETM&M GAME KEYS TO PROCESSING SHEET; M&M GAME CONFLICT-RESOLUTION PAIRED DISCUSSION SHEET; Chapter 10: Positive Atmosphere; BUILDING TRUST GUIDE INSTRUCTION SHEET; BUILDING TRUST TRAVELER INSTRUCTION SHEET; BUILDING TRUST QUESTIONS FOR GUIDES SHEET; BUILDING TRUST QUESTIONS FOR TRAVELERS SHEET; BUILDING TRUST LECTURETTESHEET; INTRODUCTION; DESCRIPTION OF THE INSTRUMENT; ADMINISTERING THE SURVEY; SCORING THE SURVEY; INTERPRETING THE RESULTS; USING THE RESULTS; PSYCHOMETRIC PROPERTIES OF THE INSTRUMENT; Chapter 11: Cooperative Relationships ENABLERS AND BARRIERS KEY-FACTOR SHEETENABLERS AND BARRIERS FORCE-FIELD ANALYSIS SHEET; ENABLERS AND BARRIERS ILLUSTRATION OF FORCES; Chapter 12: Participative Leadership; METHODOLOGY; MEASURES; FINDINGS; CUSTOMER SATISFACTION; IMPLICATIONS FOR LEADERSHIP DEVELOPMENT; LIMITATIONS OF THE STUDY; THE CONNECTION BETWEEN LEADER VALUES AND HIGH PERFORMANCE; HOW TO USE VALUES; CONCLUSION; Chapter 13: General Team-Building Tools; FACTORS CONTRIBUTING TO TEAM DEVELOPMENT AND EFFECTIVENESS; USE OF THE TEAM EFFECTIVENESS CRITIQUE; A THEORETICALLY BASED DEFINITION OF TEAM BUILDING DESCRIPTION OF THE INSTRUMENTUSES OF THE INSTRUMENT; TYPICAL TEAMS; EXCEPTIONAL TEAMS; EXCEPTIONAL OUTCOMES; EFFECTIVE TEAMWORK; A TEAM EFFORT; PREPARING FOR THE MEETING; THE MEETING ITSELF; DYSFUNCTIONAL BEHAVIORS; CONFRONTING DYSFUNCTIONAL BEHAVIORS; FACILITATOR INTERVENTIONS; FACILITATOR EFFECTIVENESS; WHAT TO LOOK FOR IN GROUPS: AN OBSERVATION GUIDE; OPPORTUNITY TO PUBLISH YOUR MATERIALS; READING LIST; Pfeiffer Publications Guide

Sommario/riassunto

Year after year, consultants, trainers, and human resource professionals have come to rely on The Pfeiffer Annuals to provide them with the most current and quality tools on a wide variety of topics. In this book, editor Elaine Biech and contributors to the Annuals have honed in on the important theme of team building to create the first topic-specific book in The Pfeiffer Annuals series. The Pfeiffer Book of Successful Team-Building Tools, 2nd Edition, includes an innovative ten-block model for building a high-performance team and draws on
