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   Autore            Dolan Simon L (Simon Landau), <1947->

   Titolo            Cross cultural competence : a field guide for developing global leaders
                     and managers / / by Simon L. Dolan, Kristine Marin Kawamura

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   Descrizione fisica 1 online resource (365 p.)

   Disciplina        658.3

   Soggetti          Personnel management

   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 and indexes.

   Nota di contenuto Front Cover; Cross Cultural Competence; Copyright Page; Contents;
                     About the Authors; Preface: Why a Field Guide and Training Manual?; 1
                     Introduction to Cross Cultural Competence; The Increasing Demand for
                     Cross Cultural Competence; The Solution: Cross Cultural Competence;
                     The Knowledge Base; A Building-Block Approach; The Journey Ahead;
                     Let's Begin; 2 Preparing for the Cross Cultural Competence Journey;
                     Introduction; Setting the Mood; Invoking Cultural Awareness; Creating
                     the Learning Environment; Building Trust; Suggestions for Facilitating;
                     Suggested Program-Level Learning Objectives
                     Knowing Thyself: Cultivating Cultural AwarenessDistribute: Cross
                     Cultural Competence Self-Inventory (20 minutes); Distribute: Goal
                     Sheet and Actions Plans (10 minutes); Conclusion; 3 Laying the
                     Foundation for Developing Cross Cultural Competence; Introduction;
                     Overview of the Program and Introductions; Setting the Mood with
                     Music; Session: Workshop Kickoff (60-90 minutes, Depending on
                     Number of Participants); Welcome the Participants; Drivers, Risks, and
                     Benefits of Cultural Difference in Organizations; The Cultural
                     Continuum and the Cross Cultural Competence Journey; Agenda and
                     Schedule
                     Program Learning ObjectivesParticipant Introductions; Icebreakers:
                     Video Experience and Music Reflection (40-60 minutes); Diversity in the
                     Organization; Diversity and Prejudice; Our Cross Cultural Competence
                     Model; Cultural Awareness; Cross Cultural Skills; Cultural Values;

Cultural Practices; Gaining Commitment; Facilitating Self-inventory and Goal Setting (30 minutes); Conclusion; 4 Why Organizations Need and Should Value Cross Cultural Competence; Introduction; Culture Clash; Why We Need Cultural Competence; The Business Case for Cross Cultural Competence
Specific Benefits of Cross Cultural CompetenceConclusion; 5 Developing Cultural Awareness; Introduction; What Is Culture?; Definition of Culture; Proverbs: The Eternity of Cultural Awareness; Culture Shock; The Cultural Genogram; Conclusion; 6 Enhancing Cross Cultural Skills and Understanding; Introduction; Opening Exercise; Experiencing Cultural Similarities; Experiencing Cultural Differences.; Hofstede's Dimensions of National Culture.; Developing Proficient Cross Cultural Communication; The Language of Context; The Language of Time; The Language of Space; The Language of Things
The Language of AgreementsThe Language of Friendship; Principles of Effective Communication across Cultures; A Close Encounter of the Cultural Kind; Developing Cross Cultural Decision-Making Skills; Developing Additional Cross Cultural Skills and Habits; Flexibility; Acceptance of Ambiguity; Openness;  Acceptance of Differences; Cultural Self-Confidence;  Security in One's Own Culture; Humility; Suspension of Judgment;  Desire to Learn from Others; Interest in People;  Empathy;  Care; Communication Skills; A Spirit of Adventure; Curiosity;  Creativity; Emotional Intelligence
Cultural Intelligence

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|---|---|
| Sommario/riassunto | 'Cross Cultural Competence' serves as a comprehensive, practical, and workshop-based program that allows facilitators and organizational change agents to help organizations and people develop cross cultural skills and global competence. The book is grounded in the most rigorous and relevant theories, research, and learning methods and makes them easily accessible and fun to apply. Rich with exercises, case studies, survey instruments, and tools, it is based on the authors' extensive experience in delivering cross cultural training, coaching, and consulting in multiple languages to numerous organizations across the globe. |

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| Autore | Perran Amanda |
| Titolo | Beginning SharePoint 2010 : building business solutions with SharePoint / / Amanda Perran ... [et al.] |
| Pubbl/distr/stampa | Indianapolis, Ind., : Wiley Pub., Inc., 2011 |
| ISBN | 9786612939792 |
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| Descrizione fisica | 1 online resource (794 p.) |
| Collana | Wrox programmer to programmer |
| Disciplina | 004.682 |
| | 658.054682 |
| Soggetti | Intranets (Computer networks) |
| | Web servers |
| Lingua di pubblicazione | Inglese |
| Formato | Materiale a stampa |
| Livello bibliografico | Monografia |
| Note generali | Includes index. |
| Nota di bibliografia | Includes index. |
| Nota di contenuto | BEGINNING SharePoint® 2010; CONTENTS; INTRODUCTION; CHAPTER 1: GETTING STARTED WITH MICROSOFT SHAREPOINT SERVER 2010; Introducing SharePoint; What Is Portal Technology?; Why Does an Organization Invest in Portal Technology?; What Is SharePoint 2010?; Comparing SharePoint Foundation and SharePoint Server; SharePoint Foundation Primary Benefits; SharePoint Server Primary Benefits; SharePoint Components Overview; The Ribbon; SharePoint Lists; SharePoint Libraries; Web Parts; Workflow; Content Types; Sites, Workspaces, and Site Collections; Enterprise Features; Summary CHAPTER 2: WORKING WITH SHAREPOINT LISTSUnderstanding List Elements; Discovering SharePoint List Column Types; Understanding the Standard List Templates; Understanding the Contacts List; Understanding the Announcements List; Understanding the Tasks List; Understanding the Project Tasks List; Understanding the Issues List; Understanding the Calendar List; Understanding the Links List; |

Understanding Discussion Lists; Exploring Survey Lists; Understanding the Status List; Understanding the External List; Working with Lists; Working with List Content; Summary; CHAPTER 3: WORKING WITH LIBRARIES

Understanding Libraries and DocumentsCreating and Managing Documents in a Library; Updating and Sharing Documents; Review Document Version History; Understanding SharePoint Library Templates; Document Libraries; Form Libraries; Wiki Page Libraries; Picture Libraries; Data Connection Libraries; Slide Libraries; Summary; CHAPTER 4: MANAGING AND CUSTOMIZING LISTS AND LIBRARIES; Creating an Environment That Reflects Your Business; Best Practices for Building a Dynamic System for Managing Content; Ensure Your Changes Add Value; Follow Similar Processes and Practices

Provide Guides and DescriptionsWorking with Columns; Exploring List Column Types; Single Line of Text; Multiple Lines of Text; Choice; Number; Currency; Date and Time; Lookup; Yes/No; Person or Group; Hyperlink or Picture; Calculated (Calculation Based on other Columns); External Data; Managed Metadata; What Are Site Columns?; When to Use a List-Centric Column versus a Site Column; Creating and Customizing Views; Working with the Standard View; Setting Up a Gantt, Calendar, or Datasheet View; Working with Access Views; Working with Custom Lists and Libraries; Custom List Basics

Managing Version ControlManaging Document Templates; Summary; CHAPTER 5: WORKING WITH WORKFLOW; Understanding Workflow; Initiating Workflows; Initiation Forms; Steps; Conditions and Actions; Workflow Associations; Working with Workflow Templates; Approval Workflow; Approval Workflow Tasks; Disposition Approval Workflow; Collect Feedback Workflow; Three-State Workflow; Collect Signatures Workflow; Web Analytics Workflows; Web Analytics Alerts; Web Analytics Reports; Creating Custom Workflow Solutions; Getting around the List of Workflows; New; Edit; Manage; Getting around the Workflow Settings

Save

| Sommario/riassunto | Two SharePoint MVPs provide the ultimate introduction to SharePoint 2010 Beginning SharePoint 2010: Building Team Solutions with SharePoint provides information workers and site managers with extensive knowledge and expert advice, empowering them to become SharePoint champions within their organizations.Provides expansive coverage of SharePoint topics, as well as specialty areas such as forms, excel services, records management, and web content managementDetails realistic usage scenarios, and includes practice examples that highlight best practices for configuration |