

1. Record Nr.	UNISA996387300603316
Autore	Bowker James <fl. 1668-1684.>
Titolo	Kalendarium astronomical, meteorological, and chronological, or, An almanack for the year of our Lord MDCLXXI [[electronic resource] ] : being the third since leap-year / / calculated for the meridian of London ... by James Bowker .
Pubbl/distr/stampa	London, : Printed by A.C. for the Company of Stationers, 1671
Descrizione fisica	[48] p. : ill
Soggetti	Almanacs, English Ephemerides Astrology
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Reproduction of original in the Bodleian Library.
Sommario/riassunto	eebo-0014

2. Record Nr.	UNINA9911006601703321
Autore	Ford Jeffrey (Jeffrey D.)
Titolo	The four conversations : daily communication that gets results / / Jeffrey Ford and Laurie Ford
Pubbl/distr/stampa	San Francisco, CA, : Berrett-Koehler Publishers, c2009
ISBN	9786612300110 9781523111435 1523111437 9781576759219 1576759210 9781282300118 1282300113
Edizione	[1st ed.]
Descrizione fisica	1 online resource (257 p.)
Collana	A BK business book
Altri autori (Persone)	FordLaurie
Disciplina	658.4/5
Soggetti	Communication in management Interpersonal communication Business communication
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. 217-221) and index.
Nota di contenuto	Contents; Preface; Chapter One: Four Conversations in a Successful Workplace; The Importance of Conversations; Some Conversations Slow Things Down, Others Speed Things Up; Six Limitations to a Successful Workplace; Conversations: Your Personal Advantage; Key Points; Chapter Two: Initiative Conversations: Create a Future; Leaders Have Initiative Conversations; Choose Your Initiative Statement: What-When-Why; Prepare for Your Initiative Conversation: Who-Where-How; Launch Your Initiative Conversation; If You Are Missing Initiative Conversations; Putting It into Practice Chapter Three: Understanding Conversations: Include and EngageHelp People Find a Positive Meaning in Your Message; Expand and Deepen Participation; The Limits of Understanding; If You Are Missing Understanding Conversations; Putting It into Practice; Chapter Four: Performance Conversations: Ask and Promise; Commit to Performance: What-When-Why; Ask Others to Commit; Promises Create Agreements:

Who-Where-How; Manage the Agreement; If You Are Missing  
Performance Conversations; Putting It into Practice; Chapter Five:  
Closure Conversations: Create Endings  
An Incomplete Past Can Prevent a New FutureThe Four A's of Closure  
Conversations; Build Accountability and Resolve "People Problems"; If  
You Are Missing Closure Conversations; Putting It into Practice; Chapter  
Six: Using the Four Conversations; Conversational Tendencies; How the  
Four Conversations Work Together; Putting It into Practice; Chapter  
Seven: Support the Conversational Workplace; The Conversational  
Workplace; Practices to Support the Conversational Workplace;  
Implementing the Practices: Four Tips; A Closing Note; Resources;  
Notes; Acknowledgments; Index; A; B; C; D; E; F; G; H; I; K  
LM; N; O; P; Q; R; S; T; U; V; W; X; About the Authors

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## Sommario/riassunto

This book shows managers and employees how to use the right  
conversation at the right time, plan and start each conversation well,  
and finish each conversation effectively.

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