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| 1. Record Nr. | UNISA990000107660203316 |
| Autore | Làszlo, Réthàti |
| Titolo | Probabilistic solutions in geotechnics / Làszlò Réthàti ; [translated by S. Bars] |
| Pubbl/distr/stampa | Amsterdam [etc.] : Elsevier, 1988 |
| ISBN | 0-444-98960-9 |
| Descrizione fisica | 451 p. : graf., tab. ; 25 cm |
| Collana | Developments in geotechnical engineering ; 46 |
| Disciplina | 624151 |
| Collocazione | 624.151 RET |
| Lingua di pubblicazione | Inglese |
| Formato | Materiale a stampa |
| Livello bibliografico | Monografia |
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| 2. Record Nr. | UNINA9910783035103321 |
| Autore | Hathaway Patti |
| Titolo | Managing upward [[electronic resource]] : a partnership plan for employees and bosses / / Patti Hathaway and Susan D. Schubert |
| Pubbl/distr/stampa | Los Angeles, Calif., : Crisp Publications, c1992 |
| ISBN | 1-4175-2499-5 |
| Descrizione fisica | 1 online resource (126 p.) |
| Collana | Fifty minute series |
| Altri autori (Persone) | SchubertSusan D |
| Disciplina | 650.1/3 |
| Soggetti | Managing your boss |
| Lingua di pubblicazione | Inglese |
| Formato | Materiale a stampa |
| Livello bibliografico | Monografia |
| Note generali | On Cover: Managing upward : strategies for succeeding with your boss. How to effectively "manage your boss." |
| Nota di contenuto | ""TITLE""; ""COPYRIGHT""; ""PREFACE""; ""ACKNOWLEDGMENTS""; ""CONTENTS""; ""SECTION I Introduction""; ""WHAT IS A BOSS?""; ""WHO MANAGES WHOM?""; ""WHAT THIS BOOK WILL DO""; ""BENEFITS""; ""WHY |

ARE YOU READING THIS BOOK?"; "DEFINING THE PARTNERSHIP AND HOW IT CAN WORK BETTER"; "THINK ABOUT YOUR SITUATION"; "CLARIFY YOUR RELATIONSHIP"; "SECTION II Focusing on the Big Picture"; "WHERE DO I START?"; "OTHER WAYS TO FIND OUT YOUR BOSS's PRIORITIES"; "BLEND GOALS"; "BLOCKS TO GOAL ACHIEVEMENT"; "OVERCOMING BLOCKS"; "SECTION III Communicate with Impact"

"WHAT IS EFFECTIVE COMMUNICATION?"; "COMMUNICATION GAPS"; "How Well Do You Comprehend or Listen?"; "SECTION IV Talk's Not Cheap: Building Bridges via Meetings"; "Let's Talk!"; "BEFORE YOU JUMP IN"; "GETTING STARTED"; "GETTING ACTION FROM BI-WEEKLY MEETINGS"; "THE HIGH COST OF MEETINGS"; "IF YOUR BOSS IS THE MEETING LEADER"; "SECTION V Confronting with Compassion"; "HOW CAN YOU CRITIQUE YOUR MANAGER?"; "CRITICIZING YOUR BOSS"; "FIVE S's OF PROVIDING UNSOLICITED FEEDBACK"; "STEP 1: Select Your Timing"; "STEP 2: Secure The Boss's Permission"; "STEP 3: Share Specifics"; "THE DASS SCRIPT"; "STEP 4: Show Team Benefits"; "STEP 5: Summarize Your Agreement"; "SECTION VI How to Read Your Boss"; "READING YOUR BOSS"; "Step 1: R=Review"; "STEP 2: E=Evaluate Established Patterns"; "STEP 3: A as Apply Appropriate Approach"; "SECTION VII The Care and Feeding of a Boss"; "SIX WAYS TO BECOME A STAR"; "SUCCESSFUL EMPLOYEE ACTIONS"; "KEEP YOUR BOSS INFORMED"; "MONTHLY STATUS REPORT"; "TURN COMPLAINTS INTO PROPOSALS"; "PRAISING UPWARD"; "Praise Example"; "THINGS BOSSES DON'T WANT"

"SECTION VIII Managing Time Management Monsters"; "PRODUCTIVITY PRINCIPLES"; "PLANNING STEPS"; "How to Manage the Monsters"; "BARRIER 1: INTERRUPTIONS"; "Saying No to Your Boss"; "BARRIER 2: CHANGING PRIORITIES"; "BARRIER 3: COPING WITH MULTIPLE BOSSES"; "BARRIER 4: LACK OF INFORMATION"; "BARRIER 5: UNAVAILABLE BOSS"; "BARRIER 6: DISORGANIZED BOSS"; "A FINAL THOUGHT"; "SECTION IX Coping with Dreadful Bosses"; "ALL BOSSES ARE NOT CREATED EQUAL"; "INTOLERABLE BOSS BEHAVIOR"; "WHAT CAN YOU DO?"; "RISK TO ACTION STEPS DIAGRAM"; "SCALE 1: Level of Risk"; "SCALE 2: Severity of Problem"; "SCALE 3: Risk, Severity and Action Steps"; "CASE STUDY 1: GOOD GUY/BAD GUY"; "CASE STUDY 2: THE BOTTLENECK BOSS"; "SECTION X Chutes or Ladders"; "ASSESS YOURSELF"; "EVALUATING YOUR SCORESHEET"; "HOW TO ACHIEVE GOOD PERFORMANCE EVALUATIONS"; "STEP 1: Set Performance Goals"; "STEP 2: Keep Score All Year Long"; "Types of Criticism"; "Coping with Criticism from Our Boss"; "RESPONDING TO UNJUSTIFIED CRITICISM"; "FOGGING"; "REQUEST SPECIFIC FEEDBACK"; "Case Scenario"; "ADMIT THE TRUTH"; "Valid Criticism Scenario"; "Potential Responses to Situations 1a-3"
