

1.	Record Nr.	UNISOBSOBE00032038
	Autore	Alciphron
	Titolo	Alciphronis rhetoris Epistularum libri 4 / edidit M. A. Schepers
	Pubbl/distr/stampa	Stuttgart ; Leipzig, : Teubner, 1969
	Descrizione fisica	XXV, 226 p. ; 20 cm
	Collana	Bibliotheca scriptorum Graecorum et Romanorum Teubneriana
	Lingua di pubblicazione	Greco Moderno
	Formato	Materiale a stampa
	Livello bibliografico	Monografia
2.	Record Nr.	UNINA9910780418203321
	Autore	Laiken Marilyn
	Titolo	The anatomy of high performing teams : a leader's handbook / / Marilyn Laiken
	Pubbl/distr/stampa	Toronto, [Ontario] ; ; Buffalo, [New York] ; ; London, [England] : , : The Ontario Institute for Studies in Education : , : University of Toronto Press, , 1994 ©1994
	ISBN	1-281-99567-3 9786611995676 1-4426-8049-0
	Descrizione fisica	1 online resource (94 p.)
	Collana	Guidance Series ; ; 6
	Disciplina	658.402
	Soggetti	Teams in the workplace Livres numeriques. e-books. Electronic books.
	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.

Nota di contenuto

""CONTENTS""; ""INTRODUCTION""; ""Behind the Scenes: 1 PRE-MEETING PREPARATION""; ""First Contacts""; ""Who Should Attend?""; ""Needs Assessment""; ""Verbal Needs Assessment (by telephone or in person)""; ""The Written Questionnaire""; ""On-The-Spot Data Collection""; ""Summary""; ""Planning for the First Meeting""; ""Beginnings: 2 FORMING PHASE""; ""Background: General Principles of Group Development""; ""Forming Phase""; ""Establishing a Comfortable Psychological/Emotional Working Environment""; ""Clarifying Expectations: Setting Group Goals and Developing Commitment to the Task and the Team""; ""Defining Your Role as Group Facilitator""; ""Print Resources and Films""; ""Spinning Your Wheels: 3 STORMING PHASE""; ""Storming Phase""; ""What do members need?""; ""What can the facilitator do?""; ""Helping Group Members to Communicate Effectively""; ""Conducting Process Analysis and Feedback Sessions""; ""Summary""; ""Print Resources""; ""Films""; ""The Group Takes Off: 4 NORMING & PERFORMING PHASES""; ""Norming Phase -- A bridge to performing effectively""; ""Performing Phase""; ""Systematic Problem Solving""; ""Print Resources""; ""Films""; ""Adjourning -- Helping a group which no longer needs to meet""

Sommario/riassunto

This manual provides a framework for building the skills and practices vital to the leadership of high performing teams. It is written in a manner which makes it useful to anyone wishing to learn more about the 'art and science' of working with groups.