

<<商务教练工具箱大全>>

图书基本信息

书名：<<商务教练工具箱大全>>

13位ISBN编号：9780470146927

10位ISBN编号：0470146923

出版时间：2007-10

出版时间：Oxford University Press USA

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页数：230

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内容概要

Discover the 10 best Coaching practices for solving problems and implementing change with clients—right away

Coaching works, there's no doubt about that. But the coaching industry is going through tremendous change that all professional coaches need to address. Equipping coaching professionals to stay on the cutting-edge of their craft, *The Business Coaching Toolkit: Top 10 Strategies for Solving the Toughest Dilemmas Facing Organizations* expertly provides a collection of application-based, proven tools that present creative solutions to common situations encountered in today's workplace. This hands-on guide creatively empowers professionals to:

- Achieve greater performance by identifying and maximizing strengths and managing weaknesses
- Lead their team or client through setting specific, measurable, and reasonable goals
- Discover the deeper meaning of vision and tie goals into the client's core values
- Guide clients through a comprehensive analysis of their current situation—the good, the bad, and the ugly

Whether it's increasing a client's time management skills, giving feedback to an employee, or building a leadership team, *The Business Coaching Toolkit* presents a valuable supply of straightforward exercises designed to bring a new dimension to every coaching professional's work with clients.

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书籍目录

Introduction. The Evolution of Professional Coaching. Chapter One. Developing a Leadership Vision (It's NOT What You Think!). Chapter Two. The One-Percent Solution. Chapter Three. Getting Things Done Through Others. Chapter Four. Making Goals SMART. Chapter Five. The Power of Positive Praise. Chapter Six. Making Feedback Effective. Chapter Seven. A New Twist on SWOT. Chapter Eight. The Life Leadership Dashboard. Chapter Nine. The Sixth Suitcase. Chapter Ten. What Color is Your Team? Chapter Eleven. Using the Ten Tools. Appendix. The Ten Tools. Bibliography.

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