

<<25 Activities for De>>

图书基本信息

书名：<<25 Activities for Developing Team Leaders发展中团队领导的25项活动>>

13位ISBN编号：9780787970765

10位ISBN编号：078797076X

出版时间：2004-11

出版时间：John Wiley & Sons Inc

作者：Rees, Fran

页数：237

版权说明：本站所提供下载的PDF图书仅提供预览和简介，请支持正版图书。

更多资源请访问：<http://www.tushu007.com>

<<25 Activities for De>>

内容概要

In this book, acclaimed team development and leadership expert Fran Rees, has written the long-awaited companion to the bestselling book, 25 Activities for Teams. 25 Activities for Developing Team Leaders, which is organized around her LEAD model of leadership and L.E.A.D model of facilitative leadership: Lead with a clear purpose, Empower to participate, Aim for consensus, and Direct the process. Created as a hands-on resource for trainers, facilitators, and team leaders, 25 Activities for Developing Team Leaders includes a variety of exercises that will help foster team-leadership skills including simulations, discussions, problems to solve, role plays, and real-work collaboration. The book explores a wide variety of topics and includes development activities that cover how to

- Define the role of the team leader
- Apply the L.E.A.D. model to team leadership and development
- Coach team members and the team
- Design purposeful, participative team meetings
- Create effective team communication
- Address team challenges
- Resolve conflicts and disputes
- Conduct team self-evaluation

<<25 Activities for De>>

书籍目录

Purpose of the Book. Rationale for the Book. Scope and Content. How to Use This Book. Justifying the Training. Managing the Group Training Session: Tips for Trainers. Section 1: UNDERSTANDING TEAM LEADERSHIP. Activity 1: Leadership Style Questionnaire. Activity 2: L.E.A.D. Bingo. Activity 3: Teamwork Step-by-Step. Activity 4: What Teams Need. Activity 5: Leadership Values Auction. Section 2: LEAD WITH A CLEAR PURPOSE. Activity 6: Writing a Team Mission Statement. Activity 7: Establishing Team Norms. Activity 8: Results-Oriented Meetings. Activity 9: Team Roles: Using the Affinity Diagram. Section 3: EMPOWER PEOPLE TO PARTICIPATE. Activity 10: Good Team Meetings Don ' t Just Happen. Activity 11: Checklist for Planning a Team Meeting: A Brainstorming Process. Activity 12: Questioning Skills for Team Leaders. Activity 14: Using Group Memory in Team Meetings. Activity 15: Facilitation Practice for Team Leaders. Section 4: AIM FOR CONSENSUS. Activity 16: Reaching Consensus One-on-One. Activity 17: Guidelines for Reaching Consensus. Activity 18: Consensus Techniques for Team Leaders. Activity 19: Resolving Conflict: A Consensus Process. Section 5: DIRECT THE PROCESS. Activity 20: Understanding the Stages of Team Development. Activity 21: Team Leader ' s Role in the Stages of Team Development. Activity 22: Feedback Awareness: Skill Building for Team Leaders. Activity 23: Solving Team Leader Challenges. Activity 24: Evaluating Team Health. Activity 25: Managing Growth of a Team Leader. Conclusion. About the Author. Pfeiffer Publications Guide.

<<25 Activities for De>>

版权说明

本站所提供下载的PDF图书仅提供预览和简介，请支持正版图书。

更多资源请访问:<http://www.tushu007.com>