

PROJECT MANAGEMENT Pocketbook

3rd Edition

For team leaders and team members, a pocketful of tips, techniques and tools for efficient and effective task management

Keith Posner &
Mike Applegarth



Project Management Pocketbook

Keith Posner



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the organisation and its goals In this second edition of the Performance Management Pocketbook readers will find plenty of tips and techniques to enhance their performance in the following areas leading others to achieve results understanding the impact of their own style engaging and motivating others creating high performance teams setting clear objectives managing performance difficulties and coaching and delegating effectively The book contains illustrative case studies and each chapter has a helpful review and actions section The author Pam Jones is a member of the Ashridge Business School open programme management team Her responsibilities cover a suite of programmes encompassing performance management influencing and general management skills In an ever demanding and competitive world OK and average simply aren't enough performance matters If you want to get the best out of your people then this book is packed with advice and ideas on how to do that Lydia Hatley Leadership Change Manager Argos Very useful a practical and comprehensive guide for all leaders who truly value their team Claire Dobbs Managing Director Havas Life London Management Models Pocketbook Mike

Clayton,2015-09-16 Models that explain what happened that predict what will happen and that reveal how to get results are described in The Management Models Pocketbook a practical resource for trainers coaches and facilitators and a ready reference for managers The range of models described 10 in total includes John Adair's action centred leadership model Bruce Tuckman's team development and behaviour model Eric Berne's parent adult child theory of transactional analysis and John Boyd's OODA decision making model There are models too covering delegation motivation and communications For each model described author Mike Clayton outlines the problem that the model addresses explains how it works first an overview followed by a more detailed explanation and uses examples to demonstrate how it works in practice A diagrammatic view of each model and references to related models add to the practical approach According to the 5 star review on Amazon This is a brilliant book The author has clearly and simply explained the models and how they apply to everyday business A must for every training professional *Time Management Pocketbook* Mike Clayton,2017-10-16 We cannot manage time All

we can do is learn how to use the time that we have as well as we can says Dr Mike Clayton author of the all new Time Management Pocketbook Illustrated throughout the book begins by explaining how to plan your time how to balance the advantages of feeling in control against the necessity of remaining flexible and how to adapt to changes It then deals with ways of working that will make you more productive and looks at strategies for tackling one of the biggest problems you face the challenge of too much A summary of the eight most popular time management systems in use comprises the penultimate section of the book The author does admit though I'm no fan of systems Instead I prefer broad principles and a well stocked box of tools to apply to different situations To me a system is a principle applied rigidly And at some point it won't apply That's why I filled this Pocketbook with ideas to try not just a single system The book concludes by looking at how organisations can treat time as a strategic asset systematically making better use of it for the greatest possible return **Starting in Management Pocketbook** Patrick Forsyth,2015-09-16 There is only one opportunity to make a good start and this

Pocketbook will help new managers do just that Central to The Starting in Management Pocketbook are team skills creating staff loyalty and commitment building working relationships that are constructive and creative and forging teams that are successful The author begins by defining management identifying the skills required and highlighting the different styles of management The importance of reconnaissance and preparation prior to taking up the post is then dealt with before spotlighting the key issues facing managers on day one in the new job

The Project Management Pocketbook, 2nd Edition Keith Posner, Michael Applegarth, 2008 Construction Project Manager's Pocket Book Duncan

Cartlidge, 2020-04-30 The second edition of the Construction Project Manager's Pocket Book maintains its coverage of a broad range of project management skills from technical expertise to leadership negotiation team building and communication However this new edition has been updated to include revisions to the CDM regulations changes to the standard forms of contract and other documentation used by the project manager the impact of BIM and emerging technologies implications of Brexit on EU public procurement other new procurement trends and ethics and the project manager Construction project management activities are tackled in the order they occur on real projects with reference made to the RIBA Plan of Work throughout This is the ideal concise reference which no project manager construction manager architect or quantity surveyor should be without

Tools for Project Management, Workshops and Consulting Nicolai Andler, 2012-01-13 Typically today's tasks in management and consulting include project management running workshops and strategic work all complex activities which require a multitude of skills and competencies This standard work which is also well accepted amongst consultants gives you a reference or cookbook style access to the most important tools including a rating of each tool in terms of applicability ease of use and effectiveness In his book Nicolai Andler presents about 120 of such tools grouped into task specific categories entitled Define Situation Gather Information Information Consolidation Creativity Goal Setting Organisational Analysis Technical Analysis Strategic Analysis Decision Making and Project Management Checklists and application scenarios further enhance the use of this toolbox Information provided by this book is comprehensive and sufficiently wide in scope combined with a practical level of detail without being too academic reliable and proven in numerous real implemented cases easy to apply due to many different search options checklists application scenarios and guiding instructions Written by a professional consultant business analyst and business coach this book is a unique reference work and guide for those wanting to learn about or who are active in the fields of consulting project management and problem solving in general This book is of the kind you always wanted but didn't think would or could ever exist the universal field theory of problem solving

Tom Sommerlatte Confidence Pocketbook Peter English, 2014-01-01 Some books on the topic of confidence offer a quick fix approach which could be summarised as believe in yourself This Pocketbook is different it suggests that you need to arrive at a position of justified self belief In other words get good at something then believe in yourself It contains tips and techniques to help you grow in confidence grasp life's

challenges and fulfil your ambitions Confidence matters because a lack of it can stop you going after what you really want in life The focus of this book is on acquiring real confidence that is substantial and justifiable Discover how to take on more challenging tasks through graded exposure managing your mindset and tapping into your sub personalities The author Peter English set up his own training company almost two decades ago and over the years has found that a lack of confidence is an issue for many course participants The advice and tips in this Pocketbook are based partly on working with those people hearing their stories and finding ways to help them as well as on research he has undertaken and his own experience of having once been a shy person The Confidence Pocketbook sets out a range of confidence building strategies and then pulls these together into an action plan There is advice too on how to boost your confidence at short notice when faced with specific challenges e g tackling a difficult conversation or making an important presentation

Transformative Change Pocketbook Nimalan Nadesalingam, 2014-01-01 The necessity to deal with change has never been greater Organisational survival depends upon it Yet far more than half of all change projects fail with expensive consequences The Transformative Change Pocketbook equips managers and leaders with the essentials to deliver organisational change and transformation either working independently or through aligning a team of individual experts to work productively together The book is structured around a model the 7 C s of Change that examines in detail the steps to be taken in each of the key stages of a change journey Clarifying and Coordinating the change programme come first followed by building Capability gaining Commitment and creating Change Champions Communicating the change and Cementing it making it stick complete the journey Teams working on a change project may find they have to address the stages in the order of their own priority and there are self diagnostic tools to help in assessing this priority and evaluating progress against each of the 7 C s

Manager's Pocketbook John Townsend, 2014-01-01 The Manager's Pocketbook is aimed at team leaders supervisors and people managers of all levels The 5th edition of this popular title in the Pocketbook Series will be published in March 2014 Using the acronym POLCA the pocketbook teaches the five essential management skills P for planning O for organising L for leading C for coaching correcting and A for achieving There is a separate chapter on each of these five skills preceded by an overview of the manager's role The Manager's Pocketbook is extensively illustrated and concisely presented reflecting the lively right brained approach that author John Townsend has developed throughout his long career in helping managers excel and deal with the many challenges they face

Creative Manager's Pocketbook John Townsend, 2015-09-16 According to management guru Peter Drucker the enterprise that does not innovate inevitably ages and declines The Creative Manager's Pocketbook is a treasure trove of techniques tools and triggers that will help you produce creative ideas There are 10 ready to use techniques with such intriguing names as Nyaka Merlin Eureka and Brainfaxing In each case the author explains what the technique is in what way it can be used how to apply it and what materials will be required Elsewhere the book looks at the different areas e g product development customer service efficiency that can benefit from innovation and how to sell new

and creative ideas The numerous exercises tests and quizzes will keep you involved and help you discover just how creative you are Discipline & Grievance Pocketbook Ruth Sangale,2015-09-16 Grievances and disciplinary matters are immensely disruptive and time consuming and most managers struggle to know how to deal with them The Discipline Grievance Pocketbook offers practical help It stresses the importance of understanding the root causes of conflict and identifies the management practices that need to be in place in order to help prevent problems arising The book first looks at how staff issues can be resolved informally through mediation and then goes on to describe the formal procedures for both grievance and disciplinary cases before finally dealing with the dismissal process Informative case studies bring author Ruth Sangale s advice sharply into focus *The Project Management Pocketbook, 2nd Edition* Keith Posner,Michael Applegarth,2008

Empowerment Pocketbook Michael Applegarth,2015-09-16 Empowerment is often confused with delegation and wrongly is often seen as a form of power or authority over another person The authors of The Empowerment Pocketbook prefer to liken empowerment to a licence that is issued only after those concerned have proven their ability and only when the scope and conditions of the activity to which the licence applies are clearly defined This Pocketbook explains what empowerment is what can be gained when it is in place and how to put it there and keep it there It will be helpful to managers trainers consultants and all those people who are concerned with getting the best from their workforce Areas covered include identifying the need for empowerment enabling the individual implementation nine steps to get empowerment in place and finally monitoring and feedback

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