

Super Self Doubling Your Personal Effectiveness

Brilliant Personal Effectiveness Be Your Best Self: How Personal Effectiveness Can Change Your Life Personal Effectiveness Personal Effectiveness The Power to Succeed Self-Management and Personal Effectiveness The Personal Effectiveness Toolkit Taking Charge, Personal Effectiveness in Organizations Be Your Best Personal Effectiveness for Executives Building Personal Effectiveness for Professional Success Personal Efficiency Developing Personal Effectiveness in Business Personal Effectiveness in Project Management Personal Effectiveness: Be Your Best Self Psychology Increase Your Personal Effectiveness Personal Efficiency, Applied Salesmanship, and Sales Administration Workcare Maximum Effectiveness Douglas Miller Shu Chen Hou Diana Winstanley Alexander Murdock Joe Rubino Julie-Ann Amos Willie C. Hooks Claudyne Wilder Linda Adams Neil Bierbaum Paul R. Timm Samuel MacClintock Paul Davies Zachary Wong Neil Bierbaum Charles W. Boone Irving Ross Allen George J. Pfeiffer Anthony Edward Johnson

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being effective at work is about more than just getting stuff done it takes a combination of self awareness efficiency and skilled execution to really drive both your reputation and your career forwards brilliant personal effectiveness will help you to identify your strengths so you can maximise your contribution and make a big impact at work using simple practical steps and strategies each of which has been developed tested and proven to boost your personal performance you ll be able to maximise the benefits of all of your own strengths abilities and resources build your reputation and demonstrate your value develop powerful influencing and communication strategies the full text downloaded to your computer with ebooks you can search for key concepts words

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this new text on personal effectiveness by a leading author is designed to give students a grounding in personal development and provide a context for their other studies it is suitable for a range of undergraduate and postgraduate modules including those relating to self development management skills study skills and coaching and may be used for general business or hrm degrees the text aims to be both comprehensive and accessible by the use of learning aids each chapter includes learning objectives vignette examples to illustrate key points self check exercises chapter summaries and references for further reading the text also includes a range of exercises with feedback including self reflective exercises and analysis the application of principles to personal experience self assessments and tests to check understanding and practical exercises on problem solving the book suggests ways of working and interacting as well as incorporating research with critical and analytical material in a way that is accessible at all levels it also offers both a tutor and a student website with web links tutor notes and powerpoint slides for each chapter as well as extra self testing materials

personal effectiveness encourages managers to develop self knowledge and apply this to their behaviour both in relation to their own job performance and in the role of leading and managing others through reviewing progress within your area of managerial responsibility you will improve your own opportunities and prospects as well as build the ability to identify the strengths and weaknesses of others personal effectiveness inspires managers to continuously develop

and upgrade their set of skills knowledge and behaviours to be appropriate for effective leadership in the 21st century personal effectiveness introduces managers to the idea of effective performance and the underlying techniques and approaches required in terms of behaviour and skills to achieve effective performance the authors follow the personal competency model currently in favour and anticipate future developments within the model the behaviours or competencies which underpin effective performance in modern management are addressed and those behaviours associated with the personal competency model are explored and developed this third edition of personal effectiveness incorporates new self assessment templates to enable the manager to identify personal strengths and weaknesses in each element of the relevant competency within the model as appropriate to each chapter the checklist of associated behaviours the full personal competency model and the various units of competence performance underpinned by the competencies behaviour and skills can now be found in the three associated appendices a number of additional concepts and models as well as some new scenarios have been introduced throughout the text and the links to the institute s module where relevant have now been identified at the beginning of the chapters the text is suitable for use on the chartered management institutes diploma level course on understanding yourself and personal development planning it is also suitable for nvq national units of managerial competence and personal competency required to perform at management level 4

managing yourself is often more difficult than it seems often other people or events seem to take control or interfere with our lives and how we want to behave now in its second edition this practical manual provides simple and effective techniques for handling criticism thoughts and emotions aggression passivity change conflict and stress and shows how to develop assertive communication and listening skills body language and confidence

in this competitive world if you are not increasing your personal effectiveness each day then you are moving backwards because you are losing some of the effectiveness that is the key to maintaining a competitive advantage in this dynamic global market the personal effectiveness toolkit is filled with tips and techniques that are guaranteed to increase your performance results and ultimately your success in whatever profession business or competitive arena you are operating in every professional has a toolkit to help them do their job more effectively with less effort this professional toolkit also increases their performance supports them in producing a higher quality result and ensures that they achieve a greater level of consistent success so it is only natural that there is a toolkit for becoming more personally effective the personal effectiveness toolkit is for anyone who wants to increase their personal effectiveness and achieve the benefits from the competitive advantage that it provides it is the answer for how to keep up and stay ahead in this fast moving world where everyone is being asked to do more with less willie c hooks jtehooks aol com is a successful trainer speaker storyteller author coach consultant and entrepreneur he has devoted his career to sharing his knowledge to support his clients in unlocking their fullest potential in order to achieve extraordinary goals

with many personal examples this book covers expressing your needs making friends resolving conflicts and achieving personal goals

this book is a perfect companion for anybody embarking on a leadership development journey especially if your aim is to develop high performance in yourself and your people whether you re engaging in a program through your company or a business school and especially if you re educating yourself as an entrepreneur and no matter what level you re at it will give you a solid foundation and reference point for your learning it contains all the best coaching content and tools that the author has uncovered and or developed for his clients during fifteen years of practise in both a personal and executive context it s organised sequentially to match the typical development of awareness through a coaching program it s jam packed with clearly marked scientific references key concepts real life examples and exercises to do while reading the themes covered are getting motivated know yourself personality working with values your power to create creating agreement accountability story reality skilful conversations working with emotions the red zone motivational states decision commitment the habit of completion developing an authentic leadership brand

a guide to building personal effectiveness for business success it can be used as a self development workbook as a training course handout as supplementary reading to a training course or as open learning material

in every meeting or interaction in business whether it is one to one or one to many whether it is a water cooler moment or a sales call it is essential to realise not only how your opposite number understands what you are saying but also how to change the way you present your case so that they can understand you better to become more effective in business you have to increase your personal effectiveness in communication this bite sized business book developing personal effectiveness for business is an ideal introduction and guide to becoming more personally effective the book provides easy to read yet authoritative insights into improving your personal effectiveness by helping you appreciate more clearly how other people think and perceive the world how they listen and how they take on board the information you present them with it also shows you how to assess your own ability to understand other people and influence them it distils twenty years of experience in sales marketing general management and on boards so that you can be sure of making the right impact it is a step by step guide that concentrates on the results you want whether that is increased influence or greater respect and everything in between this quotation from the book illustrates the difference this book can make by looking at apparently obvious but often ignored parts of interactions essentially this book is about communication as probably most books are in this case though the focus is definitely not on what is said or broadcast but on what is heard or received we all know how significant the difference is between speaking and hearing but it is so easy to forget that what we say is not going to be understood in the way we meant it and sometimes not understood at all

in personal effectiveness in project management project manager and professor zachary a wong phd provides readers with the tools and techniques that not only help them improve their own personal performance but that of their project teams as well personal effectiveness begins within dr wong s decades of personal effectiveness experience taught him that learning soft skills requires the same rigor as hard skills in fact one of the book s most valuable achievements is putting soft skills into a hard framework that readers can use for themselves and their team members the book is divided into four modules each addressing a different aspect of personal effectiveness decision making motivation achievement and sustainability the book s unique approach takes the reader through the modules seeking to clarify and optimize the reader s performance in each area

this book is a perfect companion for anybody embarking on a personal development journey especially if your aim is to develop high performance in your life and to make sure you realise your full potential as a human being it contains all the best coaching content and tools that the author has uncovered and or developed for his clients during fifteen years of practice it s organised sequentially to match the typical development of awareness through a coaching program whatever process you find yourself in this book will provide a strong foundation and reference point for your learning it s jam packed with clearly marked scientific references key concepts real life examples and exercises to do while reading the themes covered are getting motivated know yourself personality working with values your power to create decision commitment story reality taking responsibility working with emotions the red zone the state of flow the habit of completion legacy lifestyle

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