

The Discipline Of Teams Harvard Business Review Classics

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in the discipline of teams jon katzenbach and douglas smith explore the often counter intuitive features that make up high performing teams such as selecting team members for skill not compatibility and explain how managers can set specific goals to foster team development the result is improved productivity and teams that can be counted on to deliver more than just the sum of their parts since 1922 harvard business review has been a leading source of breakthrough ideas in management practice the harvard business review classics series now offers you the opportunity to make these seminal pieces a part of your permanent management library each highly readable volume contains a groundbreaking idea that continues to shape best practices and inspire countless managers around the world

an essential guide for any small group that must deliver team performance with the demand for project oriented work and faster more nimble responses successful small group performance is more crucial than ever katzenbach and smith authors of the international bestseller the wisdom of teams have again joined forces revealing how to implement the disciplines frameworks tools and techniques required for team and small group performance combining their insights and practical strategies they offer concepts and pragmatic doable exercises for team leaders and team members to deliver results hot topics covered include why small group performance demands expertise at two disciplines team level and leader level instead of one virtual teams and global teams this book combines practical exercises with cutting edge insights and both authors are authorities on the subject attend a featured author workshop at the 13th international conference on work teams collaborating for competitive advantage september 23 25 2002 in dallas tx for information contact the center for the study of work teams at 940 565 3096 or visit them online at

new from the bestselling hbr s 10 must reads series most teams underperform yours can beat the odds if you read nothing else on building better teams read these 10 articles we ve combed through hundreds of articles in the harvard business review archive and selected the most important ones to help you assemble and steer teams that get results leading experts such as jon katzenbach teresa amabile and tamara erickson provide the insights and advice you need to boost team performance through mutual accountability motivate large diverse groups to tackle complex projects increase your teams emotional intelligence prevent decision deadlock extract results from a bunch of touchy superstars fight constructively with top management colleagues looking for more must read articles from harvard business review check out these titles in the popular series hbr s 10 must reads the essentials hbr s 10 must reads on communication hbr s 10 must reads on collaboration hbr s 10 must reads on innovation hbr s 10 must reads on leadership hbr s 10 must reads on making smart decisions hbr s 10 must reads on managing yourself hbr s 10 must reads on strategic marketing

this module addresses one of the most important functions a manager performs putting together effective teams and creating the conditions for their success this title describes the major theories of group formation and group functioning and explains how to create lead and manage teams a unique team communication model describes strengths and weaknesses in group and team organization as well as the resources and strategies needed to achieve group success

[illegible]

focusing on management and building competitive advantage this text is organized around the themes of cost quality speed and innovation it includes business examples and management

research as well as coverage of nafta european unification strategic alliances and the mba enterprise corps

written primarily for use in instructional methods courses teaching for thinking offers education professors and students sound guidelines for designing and implementing teaching techniques which emphasize critical thinking skills across the curriculum hester defines and uses a consistent conception of critical thinking and offers a concise definition of micro critical thinking skills it teaches critical thinking from a developmental approach stressing the importance of teaching concepts it also offers practical advice such as outlining the use of problem solving procedures with concrete transitional and formal thinkers and shows the reader how to organize a school or classroom for teaching thinking part one focuses on creating a conceptual base for thinking called the effective thinking skills model that incorporates a developmental approach to critical thinking skills development along with mastery of teaching principals part two lays each part of the effective thinking skills model out for teacher understanding and application to classroom practices part three offers practical advice on dealing with organizing the school and the class for teaching thinking

adult education is now considered a mainstream academic discipline in several african countries and its importance in today s knowledge and ideas economies is growing steadily it is provided by organisations such as public universities training colleges corporate universities and employers the successful operation of educational organisations requires sound leadership and management management of adult education organisations in africa examines african perspectives of managerial leadership highlighting the importance of management in the design and effective delivery of adult education programmes the ten chapters in this book focus on the following management and diversity leadership in adult education organisations management approaches in africa human resources development organisational development and change ubuntu embedded leadership and organisational learning planning implementation and evaluation time management in an organisation financial management and the challenges and opportunities of managing adult education organisations making explicit reference to african models and understandings of management chapters in management of adult education organisations in africa include a set of learning objectives definitions of key terms and clearly written summaries of the essential information and discussion points additional activities case studies and suggested reading material help to provide a complete resource for students of management in an adult education context the book will have special appeal to those wishing to learn about and embark on an educational management career it will also be a useful reference source to those who are already in positions of management and leadership of educational organisations provided by publisher

includes bibliographical references and indexes

the most important element in any organization is its people by utilizing human talent effectively all of an organization s other resources become much more feasibly managed recognizing this the behavioral sciences have become an integral part of the field of management and the knowledge base of organizational behavior has proliferated the forty readings collected in the third edition of classics of organizational behavior introduce readers to outstanding contributions to the professional literature of the discipline this insightful compilation provides broad coverage of over one hundred years of writings on all aspects of organizational behavior including motivation performance interpersonal and group behavior leadership power change and development and the interaction between organizations work processes and people

applied gerontology and geriatrics always entail a multidisciplinary perspective and usually demand an interdisciplinary treatment approach providing a unique combination of perspectives treatment approaches and expertise the practical handbook of clinical gerontology explores issues relevant to practitioners who work with the elderly a leading cast of contributors representing

the fields of psychology medicine neuropsychology nursing and law examines what is known about specific disorders and discusses treatment techniques and the development of intervention plans this comprehensive volume begins with an overview of several broad topics pertinent to the treatment of older adults and discusses special considerations in assessment it then presents up to date information on treatment of specific psychological and behavioral disorders of older adults the final section covers interdisciplinary issues including information about common medical problems rehabilitation and the psychopharmacological treatment of mental health problems written in a language that is accessible to a general health care audience this extensive volume will be a valuable resource for mental health care providers medical students researchers and graduate students in such fields as geriatrics gerontology nursing psychology and social work please note the following three quotes are from the same person this handbook has a variety of attributes that make it a highly desirable desk reference for today s mental health practitioners in geriatrics and gerontology few stones have been left unturned in the 22 reader friendly chapters that comprise the handbook not only are general treatment issues addressed in great detail but assessment procedures the treatment of specialized psychological and behavioral problems and even issues in effective collaboration with medical geriatricians are considered the scope and breadth of clinical knowledge and wisdom found within the covers of this volume are certainly impressive lenard w kaye professor bryn mawr college the authors have succeeded in drawing on the expertise of a broad range of recognized authorities in clinical gerontology who have the capacity to communicate to the reader with considerable clarity both current information and best practice strategies of mental health intervention with older adults lenard w kaye professor bryn mawr college it would be difficult to find another reference source in clinical gerontological practice that is able to deal with the challenges of practice in this area with greater comprehensiveness and authority the multidisciplinary perspective of the handbook ensures it being a valuable addition to the clinical practice collections of psychologists social workers nurses gerontologists and other allied health professionals and once obtained it should not gather dust given the currency and utility of the information lenard w kaye professor bryn mawr college

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