



# FLEXIBLE WORKPLACE Pocketbook

A pocketful of tips, tools  
and techniques on how  
to choose, implement,  
support and evaluate  
flexible work practices

Anne Dickens

# Flexible Workplace Pocketbook

**Vicki Culpin**



## **Flexible Workplace Pocketbook:**

*The Flexible Workplace Pocketbook* Anne Dickens,2005 Looks at the reasons for creating a flexible working environment and at the benefits for the individual and for the employer and its customers *Flexible Working Pocketbook* Anne Dickens,2015-09-16 Flexible working recognizes individuals differing needs lifestyles and life stages It s about creating an environment in which people can achieve a work life balance that leads to fulfilment inside and outside their place of work The Flexible Working Pocketbook looks at the reasons for creating a flexible working environment and at the benefits for the individual and for the employer and its customers Flexible working options are many and varied They involve an organisation changing where when and how their employees work The Flexible Working Pocketbook explores the different options for flexible working looks at how to introduce flexibility across the organisation how to encourage flexible behaviour and how to measure its success

**Mindfulness at Work Pocketbook** Margaret Chapman-Clarke,2015-11-10 Mindfulness is our capacity to focus to really pay attention and use our brain s resources wisely Using an 8 step model the Mindfulness at Work Pocketbook will allow HR and OD practitioners coaches and team leaders to experience it for themselves and see how they can develop and implement mindfulness based interventions within their organisations Building a mindfulness culture in the workplace brings significant benefits both to the individual greater job satisfaction less stress improved performance and the organisation lower absenteeism higher productivity reduced costs The 8 step model spans an eight week period with exercises for each stage It begins by raising awareness of how the mind works and continues by building mindfulness skills and sharpening awareness of thought processes especially how these can trigger stress Integrating mindfulness into everyday life is dealt with in the final stages The many exercises afford plenty of opportunities for much needed practice

**Memory Pocketbook** Vicki Culpin,2015-09-16 Memory is fundamental to our very existence This title looks at the structure of memory distinguishing between sensory memory and short and long term memory It describes the causes of poor memory tiredness cognitive overload and poor concentration and the key principles for improving it attention effort motivation and meaning

**Absence Management Pocketbook** Max Eggert,2009 Sixty practical suggestions for reducing absenteeism are detailed in this title followed by a look at the legal aspects of employment and advice on how to introduce an absence control policy The author management psychologist Max A Eggert also looks at the costs of absenteeism monetary and psychological and five ways of measuring absence This is a new edition of *The Controlling Absenteeism Pocketbook* 978 1 870471 64 0 first published in 2000 Other pocketbooks by the same author include *Assertiveness Managing your Appraisal Motivation and Resolving Conflict* *Managing Recruitment Pocketbook* Stewart Wright,2015-09-16 Recruiting successful candidates leads to improved performance increased customer satisfaction enhanced organisational reputation greater staff morale and a positive reflection on those involved in the recruitment process The *Managing Recruitment Pocketbook* explains how to plan recruitment attract the right candidates assess CVs and application forms get the most out of the interview use

different methods of selection and how to make the job offer Under attracting the right candidates the pocketbook looks at advertising methods using the internet employing recruitment agencies and recruiting internally Selection methods addressed include psychometric tests personality questionnaires assessment centres presentations and work sample exercises The final chapter covers how to pull all the selection information together references medicals handling unsuccessful candidates and making the eventual offer Complementing this new title are two other existing pocketbooks The Interviewer's Pocketbook and The Succeeding At Interviews Pocketbook *Tackling Difficult Conversations Pocketbook* Peter English,2015-09-16 At some stage or other we all have to deal with difficult conversations This work helps you learn how to communicate with authority clarity and persuasiveness and through active listening mirroring body language and other techniques how to empathize with the other person and how to interpret what they are saying feeling and thinking

**Documents of the Assembly of the State of New York** New York (State). Legislature. Assembly,1897 **People Manager's Pocketbook** Ian Fleming,2016-02-12 Over 25 000 copies sold Fully revised and updated the new 3rd edition of People Manager's Pocketbook is out now It's full of practical techniques for dealing with all sorts of tricky situations such as You're managing someone fifteen years older than you with different ideas about how things should be done You find out one of your team is moaning about you on social media You are asked to implement a policy you strongly disagree with You have to give someone bad news *Storytelling Pocketbook* Roger E. Jones,2012-01-01 People in business are conditioned to believe they must communicate in a rational objective and logical manner without emotion if their point is to be accepted The reality is however that stories engage both hearts and minds and are the most effective means to engage and persuade The Storytelling Pocketbook shows readers how to use stories to get their ideas across and make a deeper connection with their audience With practical exercises throughout the book shows you how to create your own story frameworks and explores the different settings in which you might use them eg to ignite organisational change to transfer knowledge to build brands to develop people [Talent Management Pocketbook](#) Andy Cross,2016-07-31 How to find keep and get the best from the people who can make an enterprise thrive is the subject of the Talent Management Pocketbook now in its 2nd edition It features checklists and self assessment tools to gauge current talent management strategy and pinpoint where improvements can be made Included too are examples of outstanding talent management practices How do you judge with confidence that someone will succeed in a bigger role The book describes how the potential profiler can help identify potential talent in the key performance areas It is one of several helpful models described Blending talent in order to build talented teams is another focus of this illustrated pocketbook It deals with its subject in clear concise terms with the emphasis on providing practical solutions The Talent Management Pocketbook has been written for trainers HR and recruitment professionals and for line managers with responsibility for retaining and developing talented team members **Writing Skills Pocketbook** Stella Collins,2012-01-01 How do you ensure that what you write gets read understood and acted upon The Writing Skills

Pocketbook describes a 3 phase approach to planning preparing and polishing written communications for the modern business world Central to the planning phase is a clear understanding of why you are writing and who you are writing for The book guides you through the planning process and shows you how to test your approach The second phase preparation demonstrates how to write clear concise and compelling texts using the authors eight golden rules There is advice too on how to present and illustrate your written material to best effect including the most commonly asked questions on punctuation Don t be too hasty to send your letter email or report Take time to check it thoroughly using the book s 11 point critiquing checklist and top tips for proof reading This is the final polishing phase The Writing Skills Pocketbook is your essential guide to writing confidently swiftly and with greater impact *The Communicator's Pocketbook* Sean Misteil,2010 Being an effective communicator is hard work but it is the single most important part of a manager s role Many of us think we are good at it it s all those people who don t listen who are the problem The Communicator s Pocketbook covers the dynamics of communication how to be effective likely barriers styles of communication and technology at work The book concludes with a series of checklists that will enable you to take stock of your communications skills and shortcomings and to put these into context at both an organisational level and a group or team level *Stress Pocketbook* Mary Richards,2015-09-16 Learning to manage stress at work benefits both the individual and the organisation The Stress Pocketbook is full of practical advice on ways to manage your own stress and how to help others Emphasis is on what to do rather than on theory The book was voted best of its kind by the Management Today journal in a review of similar publications It commented A user friendly guide to stress management The simple quick fire descriptions of common workplace situations are useful Well worth keeping handy Stress News said of the Pocketbook Although small it manages to pack a tremendous amount of useful information and tips into its seven sections A really useful adjunct to any stress management or stress counselling programme As it costs so little it could be included in the price of the course or sessions

**Motivation Pocketbook** Max A. Eggert,2015-09-16 The Motivation Pocketbook examines the many different theories of motivation drawing out the key points and offering management tips for each one A useful problem identifier points the way to the best theories to use in particular situations For example when people complain a lot the author recommends the ERG Theory and when they lack direction he puts forward the Goal Theory There is also a review of the different character and personality types and what they are most likely to find motivational In conclusion the book lists nine basic rules of motivation ten ways in which to keep yourself motivated and 100 ways in which to say well done To coin one of these expressions sheer class Max **Webinars Pocketbook** Stella Collins,Andy Lancaster,2015-06-10 Engaging your audience and holding their attention is the principal focus of the Webinars Pocketbook It will show you how to design set up and deliver internet based meetings presentations and training workshops that harness technology for maximum impact and effectiveness The pocketbook begins by describing the different webinar tools available such as web cams polls messaging windows

whiteboards and breakout rooms and how and when they can be employed to your advantage It then goes on to explain how you need to adapt your communication style and method of delivery to suit the virtual environment including making good use of attractive visuals to support your message An explanation of how to gain participant buy in several case studies a troubleshooting section problems and solutions and the authors top 21 tips for successful webinars end the pocketbook on a practical note Virtually the best advice there is

**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

*Delegation Pocketbook* Jon Warner,2015-09-16

Failure to delegate or failure to delegate effectively is costly to you your colleagues and ultimately your employer There are both morale and productivity issues It s enough to make you cry unless that is you adopt the onion approach which lies at the heart of the delegation process as described by Jon Warner in The Delegation Pocketbook Think of your workload in layers like those of an onion tasks at the core need to be retained and more personal control exercised those in the outer layers can be delegated the more so the further from the core To delegate effectively you need to understand your own attitude to delegation a questionnaire in the pocketbook will help you here what you can delegate and why you should do so beware the wrong reasons who to delegate to how to prepare properly and what briefing style to adopt controlling tentative participative or collaborative Warner recommends aiming for the latter style collaborative which is achievable using the principles outlined in his book There is advice too on setting goals milestones using controls to minimise risk how to monitor the process warning signs to look out for and how to react and maintaining responsibility and accountability Recognising the contribution made by others and learning from the experience are also covered How well do you delegate and what style do you adopt controlling tentative participative or collaborative This pocketbook looks at the what when and how of delegation an insightful and practical overview

**Transfer of Learning Pocketbook** John Townsend,2011-01-01

Transfer of learning is the application back at work of knowledge skills and attitudes obtained in learning situations The amount of learning that is transferred back to the workplace after a training event is the key measure of the success of that training There is after all no point carrying out the training if nothing changes as a result of it But the transfer doesn t only depend on how good the training is A number of key factors have to be in place In the Transfer of Learning Pocketbook authors Dr Paul Donovan and John Townsend identify 17 factors that determine whether or not new learning will be transferred and used to improve job performance After extensive research within the HR community the factors were identified and then prioritised according to

their impact on return on training investment The book sets out each of the 17 factors in turn before giving the reader 70 specific action tips grouped into five sections that follow the five stages of the training process Donovan and Townsend have collaborated on several other Pocketbooks including the highly regarded Training Evaluation and Training Needs Analysis

*Cognitive Behavioural Coaching Pocketbook* Dorothy Spry, 2015-09-16 The widespread popularity of coaching in support of workplace performance leadership development and employee engagement was heavily underscored by the findings of a CIPD Chartered Institute of Personnel and Development survey carried out in 2009 which revealed that 90 per cent of organisations surveyed use coaching techniques Cognitive Behavioural Coaching CBC takes coaching a stage further It recognises that how people think affects how they feel which in turn influences the decisions and actions they take Through a systematic process of questioning CBC challenges an individual's limiting beliefs and behaviours and helps them to see and act differently The Cognitive Behavioural Coaching Pocketbook uses a simple 5 step model to explain in clear practical terms how coaches L D staff and managers can use CBC for the benefit of both the individual and the organisation

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