EMPLOYMENT LAW
Pocketbook

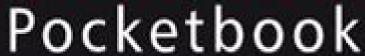### 3rd Edition

A pocketful of vital information to give managers, team leaders and HR staff a practical working knowledge of their responsibilities under the law

MANAGER

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& Tricia Jackson**

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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   *Strategy Pocketbook* Neil Russell-Jones,2015-09-16 A strategy defines which markets a business will operate in and sets out the organisational competencies that will be needed and what actions need to be taken to develop them to enable the business to gain and sustain its competitive edge The Strategy Pocketbook introduces strategy in clear and concise terms It sets out the basics explaining the language of strategists the factors that shape and drive strategy the key steps that will lead to the setting and development of a strategy and the strategic tools that will be needed along the way Author Neil Russell Jones MBA chartered banker and member of the Strategic Planning Society guides readers through the strategic planning process His step by step approach begins with primary analysis of the business its competition and markets and then secondary analysis of what the business is offering and what this implies Planning is the penultimate step followed by implementation Numerous analysis tools are used by strategists including SWOT PEST scenario core competency and critical success factor to name but a few Russell Jones aided by clear graphics describes the more important tools   *Head of Department's Pocketbook* Brin Best,2014-01-01 This third edition of the Head of Department s Pocketbook will support middle leaders in both primary and secondary schools in carrying out their jobs confidently and efficiently Authors Brin Best and Will Thomas know from experience that managing diverse teams in a climate of inflated performance expectations is no easy task They devote a section of the Pocketbook to leadership and management encompassing vision goals and creativity as well as challenging adult behaviours up skilling influencing and motivating colleagues A later chapter called Raising Student Achievement looks at excellence in the classroom and includes material on enriching and supporting learning data use and lesson planning Effective documentation and raising the profile of your department or curriculum area are also explored Whether you re new to middle leadership or a seasoned hand you ll find the self evaluation checklist at the end of the book a useful professional development tool   <u>Architect's Pocket Book of Modern Management and Practice</u> Ben Vickery,2024-12-17 This book is an easily digestible guide to the management and practice knowledge needed to establish and run an architectural practice It is of particular interest to those starting out in the profession and to students whilst also being useful to architects more widely who need succinct information to assist them in the daily management of their work The book sits beside the Architect s Legal Pocket Book providing legal information and the Architect s Pocket Book providing guidance in design It covers all the main management and practice topics relevant to the running of an architectural business including setting up the company the profession project management fees office management financial management and teamwork It also looks at the state of the construction industry and the architectural profession today new forms of practice and how the profession is changing The book is interweaved with pearls of wisdom and experience and reflections from architects bringing the topics to life and aiding the reader s understanding   <u>Empowerment Pocketbook</u> 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 **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 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 **Health and Safety Pocket Book** Jeremy Stranks,2007-03-14 The Health and Safety Pocket Book is a handy reference tool for practising health and safety professionals auditors managers HR personnel employee representatives and anyone with health and safety responsibilities It is an essential compilation of guidance data and checklists covering a wide range of health and safety topics supported by extensive key glossary terms The A Z arrangement within the chapters and extensive cross referencing make the book easy to navigate while its size and scope make it the ideal volume for ready reference and site visits The book will also be useful for health and safety courses at all levels Key features include The principal health and safety legal requirements for every industry Safety management elements and systems Checklists for major hazards affecting all industries A wealth of charts hard to remember details and data A glossary of the main concepts of health and safety A list of important health and safety courses publications and

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