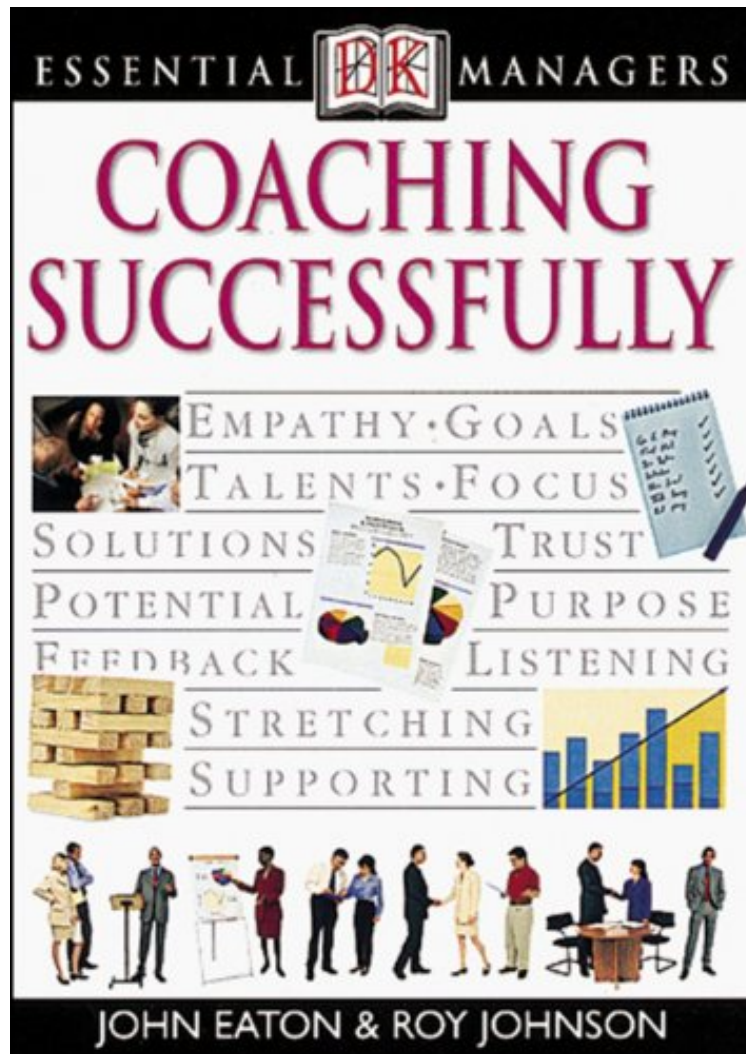


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DK Essential Managers: Coaching Successfully

John Eaton, Robert Heller, Roy Johnson
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John Eaton, Robert Heller, Roy Johnson : DK Essential Managers: Coaching Successfully before purchasing it in order to gauge whether or not it would be worth my time, and all praised DK Essential Managers: Coaching Successfully:

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authors left nothing unsaid on the subject and gave a great overview of the coaching experience. The Power of Inner Guidance: Seven Steps to Tune In and Turn On 0 of 0 people found the following review helpful. Coaching Successfully By Life Family Coach, G Hicks Great little book for visual learners like me! For a new coach, this easy to carry little book helps review points and build confidence before appointments. Illustrations, diagrams and checklists are great to use in helping prioritize what needs to be addressed with clients, how to do so, and how to remain focused and be a better coach. I highly recommend it as a general pocket guide that is easy to carry with you because it's small, easy to read, understand and implement.

Learn all you need to know about helping others to achieve their full potential. From defining performance targets to supporting staff as they progress, Coaching Successfully shows you how to motivate others to develop themselves, promoting initiative and self-responsibility. Find out how to adapt your coaching style to suit both teams and individuals, how to use delegation as a coaching tool, and how to overcome negative attitudes. Power tips help you to handle real-life situations and increase your effectiveness as a role model and confidant. The Essential Managers have sold more than 1.9 million copies worldwide! Experienced and novice managers alike can benefit from these compact guides that slip easily into a briefcase or a portfolio. The topics are relevant to every work environment, from large corporations to small businesses. Concise treatments of dozens of business techniques, skills, methods, and problems are presented with hundreds of photos, charts, and diagrams. It is the most exciting and accessible approach to business and self-improvement available.

.com If most coaching guides look as if you'd need a coach just to get through them, you'll love this itty-bitty guide, which zooms in on the most important aspects of organizational-workplace coaching, from selecting an effective personal coaching style and preparing and shaping a coaching session to followup steps, dealing with barriers to coaching, troubleshooting, and more advanced coaching, such as team coaching, long-distance coaching, coaching plus appraising, and assessing your own coaching skills. On every page, boxed "power tips," quickie case studies and self-tests, to-do checklists, and easy-to-follow flowcharts demystify the process. Granted, if you're looking for specific or in-depth guidance, you may find this book too general in its approach. But if you're looking for a thumbnail guide to the basics, it'll do just fine. It's worth mentioning that the book is also part of reference publisher Dorling-Kindersley's Essential Managers series--20 itty-bitty books on business and career topics ranging from communication, leadership, and decision-making to the management of time, budgets, change, meetings, people, projects, and teams. Combining the For Dummies series' talent for breaking down a lot of information into bite-sized bits and sidebars with Dorling-Kindersley's signature, crisp graphics on a gleaming white backdrop, they don't represent the cutting edge of business thinking and they don't necessarily reflect any unique individual perspective. Instead, it's as though someone collated the best general thinking on these 20 topics and rolled them out into 72 brightly designed and easy-to-read pages, studded along the way with boxed tips, color shots of a multiracial cast of "coworkers" animatedly hashing through the workplace issues of the day, and a self-test of one's skills in the topic at hand on the last few pages of each volume. Again, they're not for anyone looking for in-depth or focused help on any of the subjects they cover, but they're perfect as a quickie general-interest reference... and let's face it, they're so cute, and look so smart in a neat little stack or row, that you'll probably want to buy a whole bunch to give to your entire department or staff. --Timothy Murphy It hits all the bases... (Inc.) About the Author Roy Johnson and John Eaton are senior partners of executive coaching organisation Coaching Solutions, and are co-authors of Essential Managers: 'Coaching Successfully', and 'Business Applications of NLP' and '40 Activities for Training NLP'.