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collaborative leadership and discusses options concerning how to improve team performance along each of these dimensions The book includes A wealth of examples of effective and ineffective teams from such companies as Cisco Systems Bain Company and Amazon New material concerning how to develop effective entrepreneurial and family teams How to manage cross cultural virtual and alliance teams How to create a team building organization This book provides the next generation of team leaders team members and team consultants with the knowledge and skills they need to create effective and high Writing and Speaking in the Technology Professions David F. Beer, 2003-07-04 An updated functioning teams edition of the classic guide to technical communication Consider that 20 to 50 percent of a technology professional s time is spent communicating with others Whether writing a memo preparing a set of procedures or making an oral presentation effective communication is vital to your professional success This anthology delivers concrete advice from the foremost experts on how to communicate more effectively in the workplace The revised and expanded second edition of this popular book completely updates the original providing authoritative guidance on communicating via modern technology in the contemporary work environment Two new sections on global communication and the Internet address communicating effectively in the context of increased e mail and web usage As in the original David Beer's Second Edition discusses a variety of approaches such as Writing technical documents that are clear and effective Giving oral presentations more confidently Using graphics and other visual aids judiciously Holding productive meetings Becoming an effective listener The new edition also includes updated articles on working with others to get results and on giving directions that work Each article is aimed specifically at the needs of engineers and others in the technology professions and is written by a practicing engineer or a technical communicator Technical engineers IEEE society members and technical writing teachers will find this updated edition of David Beer's classic Writing and Speaking in the Technology Professions an invaluable guide to successful communication **Building a Problem Solving Team** Arnold H. Packer, 2000-07 User Guide will facilitate the completion of activities and assessments from the CD ROM simulation User Guide must accompany the CD ROM and can be purchased bundled using ISBN 0 538 69811 X Additional User Guides can be purchased separately using ISBN 0 538 69812 8

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