

CREATING PRODUCTIVE ORGANIZATIONS

Developing your work force

Manual



Elizabeth A. Smith

Creating Productive Organizations Manual Developing Your Work Force

Janice W. McLean



Creating Productive Organizations Manual Developing Your Work Force:

Creating Productive Organizations Elizabeth Smith,1995-09-01 A highly motivated competent work force is vital to an organization's success Creating Productive Organizations is an interactive manual that challenges and encourages readers to assess and develop a clear vision of their areas of competence and interest in order to enhance productivity Basic common sense information about people jobs and the workplace is presented using simple descriptions methods contemporary examples and illustrations Readers are skillfully guided through the process of identifying and defining their skills abilities beliefs values work methods knowledge and strengths Step by step guidelines enable readers to evaluate and more closely match their talents goals and visions with current and future demands of the constantly changing workplace Written for supervisors managers leaders mentors work teams members academicians students and anyone striving to learn more about themselves in order to increase job satisfaction and overall performance Creating Productive Organizations is an excellent stand alone resource however the facilitator's guide is recommended for industry training or classroom use Facilitator's Guide The facilitator's guide is a multilevel experiential teaching tool that provides activities inventories questionnaires surveys and discussion resources for individual and group use Its content follows the same format as the manual and is designed to supplement and reinforce material presented in each chapter *Books In Print 2004-2005* Ed Bowker Staff,Staff Bowker, Ed,2004 *The Cumulative Book Index* ,1996 A world list of books in the English language American Book Publishing Record ,1996 **Books in Print Supplement** ,2002 *Training and Development Organizations Directory* Janice W. McLean,1994 This reference is a guide to more than 2500 companies that produce more than 12 000 workshops seminars videos and other training programmes that enhance skills and personal development

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