

<<How to Be a Great Co>>

图书基本信息

书名：<<How to Be a Great Coach 24 Lessons for Turning on the Productivity of Every Employee如何做一个好教练>>

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内容概要

Today's worker is empowered and intelligent, and no longer can you expect overbearing, high-pressure management tactics to improve performance. In the modern workplace, managers are discovering that they must work in partnership with their employees, providing them with the tools they need for success by first determining exactly what those tools are. How to Be a Great Coach provides guidelines, best practices, and state-of-the-art approaches for working with, instead of against, your employees, boosting their motivation, performance, and productivity. This results-focused book examines 24 innovative and proven approaches for getting the best efforts from your employees by giving your best, and earning their respect by first learning how to: Solicit their opinions-and take them seriously Be willing to take the hit for your own mistakes Ask targeted questions and patiently await answers Communicate your willingness to hear complaints Foster independence, not subservience Explain your expectations clearly Always advocate for your employees When your employees do well, you do well. Learn all about today's most effective coaching methods--what they are, how they work, and how you can use them to dramatically improve the performance of your employees--in the focused, hands-on leadership guide How to Be a Great Coach. The most effective supervisors are the ones who work with, not against, their employees. A boss needs to encourage employees to use their strengths and talents for the betterment of the organization, as well as their own careers. In How to Be a Great Coach, you'll find proven methods and best practices for becoming a manager who uses motivation, not intimidation. 作者简介 : Marshall Cook is a professor in the Division of Continuing Studies at the University of Wisconsin-Madison. He is the author of nearly a dozen books, including Effective Coaching and Time Management.

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书籍目录

How to be a great coach
Be a coach
Motivate them
Ask for their opinions
Admit your mistakes
Be accessible
Be a good listener
Ask good questions
Welcome complaints
Coach one-on-one
Watch your language
Celebrate the differences
Empower independent employees
Make the call
Solve problems together
Deliver the bad news personally
Don't act out of anger
Avoid memo mania
Manage meetings.....

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