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The 7 Powers of Questions
and *PowerSpeak*

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do you keep the people who report to you motivated and capable of seeing the big picture Thoroughly revised updated and expanded this classic resource covers a broad spectrum of timely topics and is now truly more than a guide it s a much needed desk reference that tells you everything you need to know to be a department chair The Essential Department Chair contains information on topics such as essentials of creating a strategic plan developing and overseeing a budget key elements of fundraising preparing for the role of chair meeting the challenges of mentoring to increase productivity and creating a more collegial atmosphere The book also explores the chair s role in the search process shows how to conduct a successful interview and what to do when it s time to let someone go And the author includes suggestions for the best practices to adopt when doing an evaluation or assessment The Essential Department Chair Second Edition contains a wealth of new realistic case studies to equip leaders in this pivotal position to excel in departmental and institutional life

The Essential Academic Dean or Provost Jeffrey L. Buller,2015-09-08 The go to reference for academic leaders seeking practical answers to everyday challenges The Essential Academic Dean or Provost explains the how of academic leadership providing a practical comprehensive reality based reference for almost any problem challenge or opportunity This updated second edition includes new chapters on the difference between leadership and management in higher education leadership in politically charged environments effective strategies for making decisions and working with associate deans or provosts plus new case studies new research and ten additional chapters available on the companion website Each topic deals concisely with the most important information deans and provosts need when faced with a particular situation providing both a comprehensive guide to academic leadership as well as a ready reference to be consulted as needed The role of a dean or provost at a modern university is extremely complex involving budgeting community relations personnel decisions management of a large enterprise fundraising and guiding a school college or entire institution toward a compelling vision of the future The details academic leaders have to deal with are numerous and critical and every little thing matters This invaluable guide provides the answers you need when you need them and gives you framework for successfully navigating your job s many competing demands Build support for a shared vision of the future Interact effectively with different internal and external constituencies Learn decision making techniques specific to the academic environment Set supervise and implement a budget that allows your programs to flourish Academic leaders need a handy focused reference that provides authoritative answers to the many issues and questions that arise every day With proven solutions to a multitude of challenges The Essential Academic Dean or Provost shows academic leaders what they need to know in order to successfully guide their institutions into the future

Smart Questions Dorothy Leeds,2000-11-01 Whether you manage one person or hundreds asking the right question at the right time is one of the most valuable skills you can have It s what distinguishes a good manager from a great one This definitive guide shows you how to ask for the most from your staff and get it Enhance people productivity through motivation Turn your question into positive action Ask the right question of the right person at

the right time Conduct a hiring interview the Smart Questions way Reduce mistakes and overcome objections Solve problems and gain control over volatile situations Dorothy Leads has contributed enormously to the practice of good management This is a book you should read Nancy Austin coauthor of *A Passion for Excellence* *Smart Questions* Gerald Nadler, William Chandon, 2004-03-11 *Smart Questions* offers an entirely new framework for creating solutions Drawn from the authors many years of research and field experience the *Smart Questions* Approach reveals how the leading creators of solutions in almost every profession and walk of life including business government education and even in families think and approach their assignments The author s holistic thinking approach shows how to use three foundation questions focusing on uniqueness purposeful information and systems which must be explored for every problem These three questions an essential starting point for exploring problems in turn lead to other key questions that will ultimately create effective solutions

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Whitaker's Book List ,1988 **The Essential Guide to Managing Small Business Growth** Peter Wilson,Sue Bates,2003-08 Peter Wilson addresses the issues confronting managers owners of small business enterprises SMEs by providing jargon free advice on which an SME can create a sound platform from which to prosper **The Video Source Book** David J. WEINER,1990 *Smart Questions for Successful Managers* Dorothy Leeds,1988-01

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