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Peacock A

This CPD study pack provides approximately 4 hours of CPD study. Whilst the central focus of this study pack is on presentation in the property and construction industry, the principles and theory are applicable to communication and presentations as a social process in any context. Information in this pack aims to improve your presentation skills in relation to people within and outside the work place. A short section of questions and answers is included at the end of the text to provide an opportunity for identifying areas for personal reflection and further development.

College of Estate Management
Jun 2004 Code: 7872 **£36.00**

Inspired Creative Writing
Secrets of Master Wordsmiths
Smith A G

Gordon Smith reveals some brilliant insights into making writing more effective. Drawing on his years of experience as a writer, editor and publisher, the author will prove an invaluable aid to any writing experience. Whether you write part-time as a hobby or are intent on being the next Grisham or Proust, combining Inspired Creative Writing with your passion and talent will prove a winning formula.



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Successful Time Management

Forsyth P

In business, the increasing pressure to achieve makes time management a vital skill. You need to be able to work efficiently and effectively to ensure that your desired results are achieved - both in your job, and in your career. This book sets out practical guidelines to help you do just that. Packed with proven tips and techniques, it helps anyone to review and assess their own time management and adopt new work practices to improve it. There are time saving ideas, practical solutions and checklists, plus great advice on: - controlling paperwork; - getting and staying organized; - delegating and working with others; - prioritising to focus on key issues and prompt the best results.

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Making Performance Review Work
Fletcher C

Do your line managers use performance review as a powerful management tool, or do they regard it as a pointless form filling exercise to be checked off and forgotten for another six months? A properly designed and managed appraisal process is the most efficient, and cost effective, means of identifying and managing employees performance and development needs. It is also the best method that you have to focus employees on those activities that will deliver the greatest impact on your business. With its combination of practical 'hands on' experience and research Clive Fletcher's book has long been regarded as the leading work on this subject.

CIPD Jan 2004 Code: 8316 **£26.99**

Managing Talented People

Getting on with and Getting the Best
From Your High Performers
Robertson A Abbey G



Highly talented people have very different values and motivation from the majority of people. More is expected of them and they expect more in return. They are often high-impact but high-maintenance too. The manager of a talented team needs to learn quickly how to spot and respond to talent, how to encourage it to grow, whilst gently directing its course. The manager of talent needs to be able to cope with the fact that certain members of the team may be in some respects brighter and more able than they are - and they need to be comfortable about that. The manager must be respected and be the person that the talented individual is happy to be led by. This is the book that explores what talent is, how to recognise it and how to deal with it on a day-by-day basis.

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Clutterbuck D Megginson D



The aim of this book is to provide the coach or mentor with a wider portfolio of techniques and approaches to helping others than would normally be gained from practical experience or attending a course. In compiling these techniques, the authors have drawn on experience from their coaching and mentoring activities, and added to these with the help of other experienced professionals within the field.

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Jolly A
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Unleash Your Creativity

Secrets of Creative Genius

Wright T Bevan R

In Unleash your Creativity, the authors offer practical but inspiring ideas that will help us discover our inner creative genius and get those juices flowing. With their guidance, readers can build into their professional and personal life, techniques that will transform the way they think. In Unleash your Creativity, the authors colourfully reveal how to:- Discover creativity in the workplace - getting the best from yourself and your team- Find the best surroundings to be creative- Battle with thinker's block- Empower your mind with mental exercises- Put your creative genius into practice- Work with others for collective genius.

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Alsbury A
Pearson Ed. Sep 2001 Code: 8331 **£17.99**



Small Business Websites That Work

Get Online to Grow Your Company

McManus S

How can you manage website designers if you don't understand the technology? How can you create a website that increases your business's profits? Will a website designer understand your business and your customers as intimately as you do? Even the best designers probably have no background in marketing, no previous contact with your target audience and little experience in setting a business strategy for a website. That's why it's important that you learn enough about how the Internet works and how your business will benefit from having a website, to manage the design team. Packed with practical tips, checklists, and numerous examples, *Small Business Websites that Work* will walk you through the decisions you need to make in commissioning a website for your organization and managing the team responsible.

Pearson Ed. Aug 2001 Code: 8332 **£19.99**

Smarter Business Start Ups

Start Your Dream Business

Smith J

More and more start-ups are not surviving beyond the first twelve months of operations and for some, the failure of the business leads to bankruptcy. So, with all of the odds apparently stacked against you should your idea remain just that - an idea? No! New businesses can be incredibly successful. Like anything, you have to use the tricks of the trade and ensure your idea stands the greatest chance of success. *Smarter Business Start-ups* will show you how to plan effectively to create the business you want, help kick your competition into touch and fund the right sources of finance. But just as important as this, it will show you how to sustain your passion for the business and have fun!

Infinite Ideas Nov 2004 Code: 8449 **£12.99**



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