

The Active Manager's Tool Kit

Mel Silberman

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The Active Manager's TOOL KIT

45

Reproducible Tools for Leading and Improving
Your Employees' Performance


Tools for Developing Your Employees


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Tools for Running Better Meetings

Activities for Leading Change

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thing about this book is that it contains real tools, assessments, and ideas any manager can download and actually use immediately to assess their own skills or to use as team activities with their employees. This book is great for those who continually work to develop their leadership skills, but is especially excellent for managers who "don't have time for leadership classes", because they can use the activities on their own with their team during staff meetings, or as "just-in-time" tools as they are needed to help employees deal with change, etc. This is also an excellent resource for those in the HR/leadership development field - the tools can be used on a 1-on-1 basis with a manager, or they could be used within a leadership course.

Dozens of customizable performance improvement tools Mel Silberman's bestselling books on "Active Training" have sold more than 68,000 copies. In *The Active Manager's Tool Kit*, Silberman takes his trademarked approach to "Active Training" and applies it to "Active Managing." Instead of telling employees what to do and sitting back to wait for results, "active managers" conduct team building, motivate, coach, and guide their direct reports to be self-directing, accountable, and team oriented. *The Active Manager's Tool Kit* is full of work sheets and reproducible tools that can be downloaded from the Web and customized or photocopied. These include reproducible job aids for employees, performance improvement activities that managers can use to train their own teams, and questionnaires that help both manager and employees assess how well they are doing. The tools in this book enable the "active manager" to coach and lead effectively.

About the Author Mel Silberman, Ph.D. is a bestselling author, speaker, and consulting psychologist known internationally as a pioneer in interpersonal intelligence, active learning, and facilitation/consultation. Dr. Silberman is president of Active Training, a provider of products, seminars, and publications.