

(Download) The Management Training Tool Kit: 35 Exercises to Prepare Managers for the Challenges They Face Every Day

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Alan Clardy

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Alan Clardy : The Management Training Tool Kit: 35 Exercises to Prepare Managers for the Challenges They Face Every Day before purchasing it in order to gauge whether or not it would be worth my time, and all praised The Management Training Tool Kit: 35 Exercises to Prepare Managers for the Challenges They Face Every Day:

1 of 1 people found the following review helpful. Helpful content
By Fun Cooking
This book includes 35 case studies that you can use in management training to discuss different principles of effective management and challenging situations that managers face. It also includes a survey that you can use to help you analyze the needs of the managers at your organization. One thing that doesn't make sense to me is the copyright on this product. It seems like you're not supposed to make copies of the information. Without the ability to copy the case studies and integrate them into training sessions, this resource is not that helpful. Especially when it comes to the survey! If you can't send the survey

out to many people in the organization without buying a copy of the book for each survey you send out, then the survey is only helpful as a guide you can follow in creating your own. Since the survey is well-written, it's too bad you can't reproduce it and use it as is. However, the book does have some good ideas about how case studies and what they should look like. There are also some guidelines about how to use them at the front of the book. I found this information useful. 0 of 0 people found the following review helpful. Good exercises but not well organized By Sylvia S. This book had some useful information but was not organized very well. It would have made it so much easier if the exercises would have been separated by categories (instead of just a page stating what each exercise could be used for)--such as leadership, performance issues, communication, etc. this way one can go to a particular subject needed and find all the exercises to use. I had to use color-coded tabs to separate each exercise by category. 0 of 0 people found the following review helpful. there are some good exercises and the author let's you use them at ... By Arizona Chuck They count very basic exercises too so if you are currently a trainer don't expect to see anything earth shattering. That being said, there are some good exercises and the author let's you use them at will. Forever.

Most people learn best through experience. Yet new managers are often tossed on to the front lines with absolutely no experience handling the toughest challenges they'll face: people problems. The Management Training Tool Kit includes all the tools you need to prepare your managers for anything. It supplies real-life case studies and analysis exercises for troubleshooting problems such as plummeting morale, interpersonal conflict, decreased productivity, disruptive employees, sexual harassment claims, and more. This innovative training guide features: 35 succinct yet nuanced case studies that examine common challenges; Probing discussion questions that help pinpoint core issues; Practical solutions that can be put to use resolving problems; Role-playing exercises that bring the case studies alive; Guidelines that help trainers lead with skill and accuracy. New managers will make mistakes. But The Management Training Tool Kit will help them overcome obstacles with skill and confidence.

...a great resource for young or new managers, but also for those who want to continue to improve and prepare themselves; --Strategy: Business Learning Life "Real-world situations and genuine, tough decisions are behind the 35 case studies Alan Clardy lays out in this set of training exercises for managers and supervisors." --HR Magazine From the Back Cover Management books are great for giving newcomers an overview of the personnel issues they'll face. But only training and experience will help them truly prepare for the most complex, emotional aspect of their job: difficult people problems. The polite conserter who never delivers results, the employee who is upset that a colleague makes more money, the hostile team member who makes life difficult for everyone. These are the kinds of issues that can escalate into serious morale and productivity problems; or worse; without a clear, thoughtful course of action. Now you can quickly and easily provide your managers with practice before they enter the fray with The Management Training Tool Kit. This essential training guide supplies real-life case studies and analysis exercises for troubleshooting problems. Managers will analyze complex issues from difficult angles, negotiate solutions that are fair and effective, and build their skills in a supportive training environment. These are powerful learning experiences imparted through the book's unique features: 35 succinct yet nuanced case studies that examine common challenges; Probing discussion questions that help pinpoint core issues; Practical solutions that can be put to use resolving problems; Role-playing exercises that bring the case studies alive; Guidelines that help trainers lead with skill and accuracy. More serious and substantial than most training exercises, yet very practical and hands on, the case studies focus on real people problems and leadership challenges that managers grapple with daily, such as how to: Get a team to boost productivity; when they're already working flat-out. Recognize when a hug and a pat on the back are more than just friendly gestures. Know when to call it quits on an employee, and how to build an air-tight case for termination. Know when an employee deserves a warning notice, or just needs more training. Figure out what to do when difficult life events affect an employee's workplace performance. Conduct a frank discussion with an upset employee, while avoiding accusation and confrontation. Help new hires work effectively with internal candidates who didn't get the job. All new managers will face stressful situations and make bad calls on the job. But now they can learn techniques to overcome obstacles with skill and confidence by following the innovative role-playing exercises in The Management Training Tool Kit. Alan Clardy, Ph.D., is a professor in the Psychology Department and director of the Human Resource Development Graduate Degree Program at Towson University, as well as the author of many books and articles on HR issues. He lives in Towson, Maryland. About the Author ALAN CLARDY, PH.D., is a professor in the Psychology Department and director of the Human Resource Development Graduate Degree Program at Towson University, as well as the author of many books and articles on HR issues.