

Business Coaching And Mentoring For Dummies

In this time of downsizing, layoffs, buyouts and mergers, managers are faced with the unique challenges of boosting employee morale, mentoring and team-building and being more than just a boss and more like a coach to employees. One of the most difficult things to do as a manager is spotting raw talent and then devoting the time and energy to shape and mold that employee toward achieving growth and excellence. The Everything Coaching and Mentoring Book, 2nd Edition guides managers and aspiring managers through implementing a successful coaching and mentoring program both in the workplace and in life. From delegating responsibility to expanding knowledge base and skill level, The Everything Coaching and Mentoring Book, 2nd Edition gives you completely updated information on this new approach. This indispensable guide features information on:

- Inspiring self-motivation
- Coaching versus mentoring
- Overcoming common workplace problems
- Managing diversity
- Debunking common myths and mis-conceptions

The Everything Coaching and Mentoring Book, 2nd Edition even takes readers beyond the workplace and provides insight into extending their newfound knowledge in all areas of life - including at home and in social settings.

Business Coaching & Mentoring For Dummies, 2nd Edition is aimed primarily at business owners and leaders who want effective personal and business led strategies to enable them to coach and mentor other colleagues, and to enhance their chances of success in business and more generally. The book can also help business coaches/ mentors who are new to the industry (and prospective coaches and mentors) and are interested in understanding the process of business

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coaching and mentoring. Beyond the Book: Eight bonus videos will be hosted at Dummies.com that will help readers master coaching and mentoring concepts and techniques covered in the book. The video content connected to the book will be designed to stand its own as free content that upsells to the book, attracting potential new book buyers from the web.

The successful self-published author of *The Sales Leaders Playbook* writes his first mainstream leadership book *There are enormous differences between managing and coaching. Yet many companies and organizations encourage their leaders to coach teams without ever teaching them how and without creating a culture that supports coaching.* Nathan Jamail—a leading consultant, professional speaker, and the president of his own group of businesses—trains coaches at several Fortune 500 companies and learned that it takes not only different skills to achieve success, but a truly effective coach needs an organizational culture that creates and multiplies the success of every motivated team member. *The Leadership Playbook* shows leaders the skills necessary to be an effective coach and to build effective teams by:

- Fostering employees' belief in the culture of a company
- Resolving issues proactively rather than reactively and creating an involvement that constantly pushes employees to be their best
- Focusing on the more humane principles of leadership—gratitude, positivity, and recognition—that keep morale high
- Holding teams and individuals accountable
- Constantly recruiting talent ("building the bench") rather than filling positions only when they are empty
- Combining research, interviews, and inspiring stories with the lessons that have earned Jamail the respect of the world's foremost corporations including CISCO, FedEx, Sprint, the U.S. Army, and State Farm;

The Leadership Playbook will dominate the category for years to come.

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If you want to create a lean, mean, working machine in today's environment you need a game plan for building employee morale and commitment. By coaching and mentoring your work force—instead of implementing staid traditional management techniques—you'll start to see tremendous results. Regardless of where you find yourself on the corporate ladder and what level of authority you carry, what you and other managers share in common is the responsibility for the performance of others. Coaching and Mentoring For Dummies can open your eyes to this innovative way of managing and show you the best way to get the most out of those who work for you. Coaching and Mentoring For Dummies provides the foundation for understanding what business coaching is all about, and helps you gain or improve the coaching skills that drive employee performance and commitment. These skills, which serve as the main topics of this book, involve: getting employees to deliver the results you need; guiding employees to think and do for themselves; motivating employees to take on responsibility and perform effectively; and growing employee capabilities that lead to career development and success. You'll also discover how to: Use questions rather than commands Be a delegator, not a doer Complete performance reviews without anxiety Grow your employees' talents Increase productivity and decrease turnover With Coaching and Mentoring For Dummies as your guide, you can start to put these techniques and tools to work for you and inspire your employees in ways you never imagined. From tried-and-true worksheets to tools that you can tailor to your own situation, this friendly guide helps you call all the right plays with regards to your employees. Forget about micromanaging! When you become a coach, you'll be surprised by the tasks your group can perform. The fun and easy guide to today's hottest trends in management training,

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Coaching and Mentoring For Dummies shows managers how to take advantage of these state-of-the-art management tools -- without spending hundreds of dollars on training seminars! This book features Guidance on being a coach rather than a "doer" and giving feedback in a positive way Advice on motivating, grooming, and growing employees Tips on tackling diversity issues, performance reviews, and other challenges Put these techniques and tools to work and inspire your employees in ways you never imagined. Forget about micromanaging! When you become a coach, you'll be surprised by the tasks your group can perform.

Shape the leadership of tomorrow Business Coaching & Mentoring For Dummies provides business owners and managers with the insight they need to successfully develop the next generation of leaders. Packed with business-led strategies, key concepts, and effective techniques, this book equips you with the skills to transform both yourself and your team. Whether you're coaching colleagues, employees, or offering your skills as a service, these techniques will help you build a productive relationship that leads to business success. The companion website also features eight bonus videos that will further your mastery by showing you what great coaching looks like in action. Navigate tricky situations and emotional minefields with ease; develop vision, values, and a mission; create a long-term plan—everything you need is here, with expert guidance every step of the way.

Understand how mentoring benefits both sides of the relationship Learn key coaching techniques that develop leadership potential Adopt new tools that facilitate coaching and mentoring interactions The modern workplace is a mix of generations, personalities, strengths, weaknesses, and quirks; great leadership can pull it all together toward a common goal, but who leads the leaders? Mentors and coaches fill this essential role, and this book shows you how

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to be one of the best.

Coaching and Mentoring examines how to create conversations which encourage personal development; exploring the ways in which we can interact to help support and improve performance. The second edition of this highly successful book has been radically updated to reflect recent dramatic changes in this important area. The authors demonstrate how important it is to relate theoretical models to specific situations in order to gain real practical benefits. This edition includes new chapters on the awareness of individual differences as well as a review of the models used by coaches and mentors. The book provides a complete resource for those who want to help and support people to learn more effectively.

Coaching and Mentoring for Business seeks to go beyond the vast body of skills-based literature that dominates the study of coaching and mentoring and focus on the contribution that coaching can make to the implementation of human resource strategy and organizational strategy. Grace McCarthy includes an introduction to coaching and mentoring theory, then goes on to look at coaching and mentoring skills, and how they may be applied in relation to individual change, coaching and mentoring for leaders and by leaders, coaching and mentoring for strategy, innovation and organisational change, as well as coaching and mentoring in cross-cultural and virtual contexts. Coaching and Mentoring for Business also explores ethical issues in coaching and mentoring before concluding with the evaluation of success in coaching and mentoring and a discussion of emerging issues. Key Features: Vignettes to help readers consolidate their learning by illustrating real life situations Web links to useful academic and professional resources A companion website with PowerPoint slides, a lecturer's guide and self-assessment quizzes available at www.sagepub.co.uk/mccarthy Electronic

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inspection copies are available for instructors.

This is a fully revised and updated second edition of the successful *Techniques for Coaching and Mentoring*, also incorporating the best bits of its sister text *Further Techniques for Coaching and Mentoring*. The book presents a comprehensive and critical overview of the wide range of tools and techniques available to coaches and mentors. With a strong academic underpinning, it explores a wide range of approaches, and provides techniques both for use with clients and to support professional development of the coach or mentor. Key features include: Easy-to-use resources and techniques for one-to-one coaching; Case studies throughout the text, helping to put theory into practice; An overview of different theoretical approaches; A dedicated section on 'themes for the coach' discussing coaching across cultures, evaluating your coaching and looking after yourself as a coach; and Downloadable worksheets for each technique. *Techniques for Coaching and Mentoring 2nd Edition* is an invaluable resource for professional coaches and mentors looking to enhance their practice, and for students of coaching and mentoring.

The coaching/mentoring approach is probably the most effective way of helping others to achieve optimum performance in the workplace. Dr MacLennan's book covers the entire subject from basic skills to designing and implementing a tailor-made coaching and mentoring system. He starts by explaining the nature of achievement and the factors that determine it, and then introduces a seven-stage model that will enable managers and supervisors to encourage their people to

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develop their skills. He examines the problems commonly encountered and shows how to overcome them or, in some cases, turn them to positive account. The book is interactive throughout, using cartoons, humour, self-assessment questions, case studies and illustrations to reinforce the text. A particularly valuable feature is a set of checklists that together summarize the key elements involved. Coaching and Mentoring is, quite simply, a comprehensive manual of the best methods known today of helping people to succeed.

Don't fall behind—Coach your business toward success! *Business Coaching & Mentoring For Dummies* explores effective coaching strategies that guide you in coaching and mentoring your colleagues. With insight into key coaching concepts and an impressive range of tools, this easy-to-use resource helps you transform your team—and yourself in the process! Written from the perspective of a business coach, this comprehensive book explores the practical coaching skill set, tools, and techniques that will help you along your way, and explains how to identify who to coach, what to coach, how to coach, and when to coach. Whether you have experience in a coaching and mentoring role or you're new to the coaching game, this is a valuable must-have resource. The right approach to business coaching can take your company from good to great—it can also improve employee satisfaction, employee loyalty, team morale, and your bottom line. The trick is to approach business coaching in a way that is effective and flexible, ensuring that you achieve results while meeting the unique needs of your team. This comprehensive text

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will help you: Understand the foundational concepts of business coaching and mentoring Discover how proper coaching and mentoring methods can help get a business on the right track Identify and leverage tools to develop your business leadership mindset Create a successful personal and business identity with the support and guidance of a coach Business Coaching & Mentoring For Dummies is an essential resource for business owners, business leaders, coaches, and mentors who want to take their skills to the next level.

Mentoring is very much more than simple one-to-one informal instruction, or what used to be called 'coaching'. Modern mentoring techniques are modelled on those of executive coaching as well as expert academic tutoring. Mentoring is simple but not necessarily easy. An estimated 40% of all mentoring schemes fail through lack of mentor training and understanding. No great effort is required to study the literature but, for mentoring to be effective, adherence to basic principles and exercising specific skills is absolutely necessary. The book provides an introduction to what we mean by mentoring and its basic skills – skilful questioning, active listening, building trust, self-management and giving advice and feedback. It further covers mentoring principles, how to conduct mentoring sessions and a wide range of practical applications. The final chapter gives the outlines and principles for creating a basic mentoring scheme within an organisational context. This book is written for those practitioners in science, technology, engineering and mathematics, the STEM fields, who have been pitched into the role of

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mentor without any prior training. Its objective is to alleviate anxiety, frustration and stress caused by not knowing exactly what is expected. In offering an introduction to mentoring it gives practical guidance as a quick and easy read.

Over the last 15 years, Coaching and Mentoring has become the go-to guide for anyone looking to develop their coaching and mentoring skills at individual, team or organizational level. Clear and accessible, it uses practical tools and best practice to demonstrate how to relate theoretical models to specific situations to gain real benefits. It provides strategies that can be applied to any situation, including life coaching, business coaching and community mentoring. Now in its 3rd edition, Coaching and Mentoring has been fully updated to cover the latest thinking and developments in this area including extended coverage of coaching supervision. There is also now a brand new section on practical applications of coaching and mentoring for organizations which includes advice on how to align coaching and mentoring strategies to overall business goals and how to provide evidence for its transformational impact on employee performance. Full of practical advice, case studies and examples, this comprehensive guide will be of value to everyone involved in any aspect coaching and mentoring.

The Leader's Guide to Coaching & Mentoring is a highly practical handbook that helps managers get the most out of their people. It includes grounded advice on the practicalities of both coaching and mentoring – such as how to structure a session – as well as core content on: -

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The skills required for coaching and mentoring, including listening, questioning, observing body language, challenging and affirming · The established processes for coaching and mentoring, such as GROW, relational coaching, reverse mentoring and solution-focused coaching · The scenarios in which coaching and mentoring skills are particularly appropriate, for example, coaching under-performers, coaching star performers and coaching for career development There is also a handy section on the 10 pitfalls to avoid when coaching or mentoring. Written in the no-nonsense and engaging style of the other Leader's Guide books, this is the best tool on the market for managers wanting to coach their people to optimum performance. 'In this hands-on book, Mike and Fiona highlight the real difference between conventional management and effective leadership: management is a profession, while coaching is much wider; it encourages social interaction and a focus on human relationships at work. That's what new generations expect and respect.' Laurent Choain, Chief People & Communication Officer, Mazars Group 'It's not always easy for managers to recognise what real coaching is, let alone its value. This book makes a compelling case for the Manager as Coach and contains real, usable examples of how to go about it.' Ian Johnston, Chief Executive, Dubai Financial Services Authority

This book reviews the full coaching outcome research literature to examine the arguments and evidence behind the use of executive coaching. Erik de Haan presents the definitive guide to what works in coaching and what

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changes coaching brings about, both for individual coaches and for organisations and commissioners. Accessibly written and based on contemporary quantitative research into coaching effectiveness, this book considers whether we know that coaching works, and, if so, whom it works for, and what it offers to those involved. *What Works in Executive Coaching* considers the entire body of academic literature on quantitative research in executive and workplace coaching, assessing the significant results and explaining how to apply them. Each chapter contains direct applications to coaching practice and clearly evaluates the evidence, defining what really works in executive coaching. Alongside its companion volume *Critical Moments in Executive Coaching*, this book is an essential guide to evidence-based effectiveness in coaching. It will be a key text for all coaching practitioners, including those in training.

The *FT Guide to Business Coaching* shows you everything you need to know about becoming a business coach, from how to find out if you've got what it takes, through the basic tools and models that really work. This book gives you a step-by-step guide to the tools, the market knowledge and the crucial new techniques from psychology you need to become an exceptional business coach. Clear, compelling and comprehensive, covering classic and fresh material from both business and psychology, this is the first book to cover both the critical elements of world-class business coaching. This book takes you through a tried and trusted process developed specifically for senior business leaders. It will help you:

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Know when to coach and when to lead. Build powerful listening skills. Get to grips with the most useful and up-to-the minute coaching tools and psychological techniques. Calculate if – and crucially, how - you can make a living as a business coach. Decide if, how and when to go for accreditation as a coach.

Effective managers know that timely coaching can dramatically enhance their teams' performance.

Coaching and Mentoring offers managers comprehensive advice on how to help employees grow professionally and achieve their goals. This volume covers the full spectrum of effective mentoring and the nuts and bolts of coaching.

Managers learn how to master special mentoring challenges, improve listening skills, and provide ongoing support to their employees. The Harvard Business Essentials series is designed to provide comprehensive advice, personal coaching, background information, and guidance on the most relevant topics in business. Drawing on rich content from Harvard Business School Publishing and other sources, these concise guides are carefully crafted to provide a highly practical resource for readers with all levels of experience and are especially valuable for the new manager. To assure quality and accuracy, a specialized content adviser from a world-class business school closely reviews each volume. Whether you are a new manager seeking to expand your skills or a seasoned professional looking to

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broaden your knowledge base, these solution-oriented books put reliable answers at your fingertips.

Inspire Employees—Don't "Boss" Them This book offers hundreds of practical, easy-to-learn techniques every manager can use to coach employees to become more productive, positive, inspired, and effective. Filled with real-world advice and management-changing exercises, this manual shows how to get the most from employees in today's era of downsizing, layoffs, buyouts, and mergers. Managers will develop the attitude, the skills, and the strategies to become more like a coach and less like a boss. They will also learn: — How to instill team vision — Five insights of high performance coaches — Ten tools for building a solid team foundation — Eight hurdles to performing the coaching role — A checklist for responding to team troubles — Five ways to quiet complaints — And much, much more! This invaluable management resource will also show managers how a mentoring attitude will help tap into the hidden strengths and talents of employees. They will see how they can inspire peak performers to even greater levels of productivity and learn effective ways to confront inappropriate behavior. *Coaching, Mentoring and Managing* will supply the tools to make good employees, exemplary and turn problem employees into productive workers. All in all, Micki Holliday

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reveals the secrets of coaching that will enable the reader to be a winner and to teach others how to be winners. She presents the skills to empower those, responsible for working with people, to become good coaches—to be able to lead and inspire their employees to work as a team and produce winning results.

Coaching is an essential skill for leaders. But for most busy, overworked managers, coaching employees is done badly, or not at all. They're just too busy, and it's too hard to change. But what if managers could coach their people in 10 minutes or less? In Michael Bungay Stanier's *The Coaching Habit*, coaching becomes a regular, informal part of your day so managers and their teams can work less hard and have more impact. Coaching is an art and it's far easier said than done. It takes courage to ask a question rather than offer up advice, provide an answer, or unleash a solution. Giving another person the opportunity to find their own way, make their own mistakes, and create their own wisdom is both brave and vulnerable. It can also mean unlearning our "fix it" habits. In this practical and inspiring book, Michael shares seven transformative questions that can make a difference in how we lead and support. And, he guides us through the tricky part - how to take this new information and turn it into habits and a daily practice. -Brené Brown, author of *Rising Strong* and *Daring Greatly* Drawing on years of experience

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training more than 10,000 busy managers from around the globe in practical, everyday coaching skills, Bungay Stanier reveals how to unlock your peoples' potential. He unpacks seven essential coaching questions to demonstrate how---by saying less and asking more--you can develop coaching methods that produce great results. - Get straight to the point in any conversation with The Kickstart Question - Stay on track during any interaction with The AWE Question - Save hours of time for yourself with The Lazy Question, and hours of time for others with The Strategic Question - Get to the heart of any interpersonal or external challenge with The Focus Question and The Foundation Question - Finally, ensure others find your coaching as beneficial as you do with The Learning Question A fresh, innovative take on the traditional how-to manual, the book combines insider information with research based in neuroscience and behavioural economics, together with interactive training tools to turn practical advice into practiced habits. Dynamic question-and-answer sections help identify old habits and kick-start new behaviour, making sure you get the most out of all seven chapters. Witty and conversational, The Coaching Habit takes your work--and your workplace--from good to great. This book is open access under a CC BY-NC 3.0 IGO license. This book comprehensively covers topics in knowledge management and competence

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in strategy development, management techniques, collaboration mechanisms, knowledge sharing and learning, as well as knowledge capture and storage. Presented in accessible “chunks,” it includes more than 120 topics that are essential to high-performance organizations. The extensive use of quotes by respected experts juxtaposed with relevant research to counterpoint or lend weight to key concepts; “cheat sheets” that simplify access and reference to individual articles; as well as the grouping of many of these topics under recurrent themes make this book unique. In addition, it provides scalable tried-and-tested tools, method and approaches for improved organizational effectiveness. The research included is particularly useful to knowledge workers engaged in executive leadership; research, analysis and advice; and corporate management and administration. It is a valuable resource for those working in the public, private and third sectors, both in industrialized and developing countries.

From New York Times bestselling author and nationally syndicated talk radio host Dave Ramsey comes the secret to how he grew a multimillion dollar company from a card table in his living room. If you're at all responsible for your company's success, you can't just be a hard-charging entrepreneur or a motivating, encouraging leader. You have to be both! Dave Ramsey, America's

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trusted voice on money and business, reveals the keys that grew his company from a one-man show to a multimillion-dollar business—with no debt, low turnover, and a company culture that earns it the “Best Place to Work” award year after year. This book presents Dave’s playbook for creating work that matters; building an incredible group of passionate, empowered team members; and winning the race with steady momentum that will roll over any obstacle. Regardless of your business goals, you’ll discover that anyone can lead any venture to unbelievable growth and prosperity through Dave’s common sense, counterculture, EntreLeadership principles!

This is the definitive introduction to coaching and mentoring, written by an experienced and multidisciplinary team. Taking you all the way through from the emerging theory to informed practice, the book covers:

- Skills, purposes and outcomes of coaching and mentoring processes
- The many settings in which they take place – public, private and voluntary
- Coaching and mentoring’s evidence base and how it is assessed
- The professionalization of coaching and mentoring and a move towards integration.

Supported by a wide range of case studies, activities, further questions and topics for discussion, this book is a comprehensive but accessible introduction. The authors take a critical approach and go beyond the

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basics, to support your development as a critically reflective practitioner. It is essential reading for those studying coaching and mentoring, and professionals looking to integrate coaching and mentoring into their organizations.

Coaching and mentoring as management approaches have spread rapidly across the Asia Pacific region. Basic concepts of supporting people in their learning, in their career journeys, and in the acquisition of wisdom are deeply rooted in all cultures, yet today, there is little agreement about what constitutes good practice. *Coaching and Mentoring in the Asia Pacific* is the first book to put coaching and mentoring into an Asia Pacific context – exploring the challenges, benefits and differences in application, both in concept and practice. Opening with a foreword from Anthony Grant, this book provides commentaries and practical case studies from a wide variety of countries, sectors and perspectives. The authors show how organizations in the Asia Pacific Region can make effective use of this powerful developmental tool, in cost-effective, culturally relevant ways. This book will be invaluable reading for students and practitioners based in, planning to work in, or curious about coaching and mentoring in the Asia Pacific.

Business Coaching & Mentoring For Dummies John Wiley & Sons

Coaching is often discussed as if it is a new 'profession'

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without adequate attention to how it has evolved, what underpins its practice or its training methods. Situating coaching in a wider social and historical context, Coaching and Mentoring that contemporary 'coaching theory' is more a collection of models and approaches mostly transferred from psychotherapy theory. Coaching claims to liberate creativity but can also entrap us by individualizing social experience. This vital new book brings a fresh and critical perspective on coaching and mentoring, challenging its normative assumptions and narratives, and proposing an ethical and emancipatory approach that takes it beyond instrumentalism and individualism.

Coaching and mentoring are fast becoming essential aspects of modern managerial practice. With this growth comes an increasing number of students embarking on mentoring and coaching courses. The authors (well respected and trusted scholars in the field) provide an authoritative text with a comprehensive overview and critical grounding in the key concepts, models and research studies in coaching and mentoring and answer important questions such as 'What does coaching and mentoring involve?', 'What is its value?' and 'How can the added value of mentoring and coaching be demonstrated?' Examples are drawn from a variety of sectors, including private businesses, public and voluntary organizations and schools. Contemporary debates are explained and chapters include features such as case studies, research questions and helpful tips to support the reader. To gain a wider perspective, there is a chapter which provides critical comment on the state

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of the art in the US, while the final chapter offers the first attempt at developing a unified theory of coaching and mentoring by drawing on their respective antecedents. Workplace focus on helping others reach goals, share problems, seek solutions, and engender self or professional improvement. Great for human resource training and employee awareness.

The first UK book to address coaching psychology as a discipline, *The Psychology of Coaching, Mentoring and Learning* provides a thorough understanding of the rationale, theory and practice of coaching and mentoring from a psychological perspective. Ho Law, Sara Ireland and Zulfi Hussain unify the psychology underpinning this diverse and expanding field, then demonstrate how both individuals and organisations can easily apply the principles and techniques of coaching and mentoring. A wide range of tools and exercises are provided to implement the techniques described.

A guide to professional coaching in business environments offers insight into how to develop a personal coaching model, providing coverage of topics ranging from goal setting and data gathering to obtaining feedback and development planning.

The CAM coach brings together the writing partnership of Mark Shields and Simon Martin. Mark is a Nationally renowned NLP coach and Trainer and Simon a veteran natural health journalist and editor of CAM, the monthly magazine for practitioners of complementary and alternative medicine. Between them they have come up with a host of proven secrets, strategies and evidenced techniques of how to successfully set up and run a

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Complementary Health Practice. The CAM coach is based upon Mark Shields Coaching for Practitioners Series in CAM magazine which has been proven to help, coach, inspire and motivate many practitioners over the years. This together with expert contributions from industry leading experts such as Mike Ash, Jayney Goddard, Anthony Haynes and Kate Neil makes the CAM Coach a unique and valuable resource for anyone looking to work successfully in the Complementary and Alternative Medicine industry.

Who's pulling for you? Who's got your back? Who's putting your hat in the ring? Odds are this person is not a mentor but a sponsor. Mentors can build your self-esteem and provide a sounding board—but they're not your ticket to the top. If you're interested in fast-tracking your career, what you need is a sponsor—a senior-level champion who believes in your potential and is willing to advocate for you as you pursue that next raise or promotion. In this powerful yet practical book, economist and thought leader Sylvia Ann Hewlett—author of ten critically acclaimed books, including the groundbreaking *Off-Ramps and On-Ramps*—shows why sponsors are your proven link to success. Mixing solid data with vivid real-life narratives, Hewlett reveals the “two-way street” that makes sponsorship such a strong and mutually beneficial alliance. The seven-step map at the heart of this book allows you to chart your course toward your greatest goals. Whether you're looking to lead a company or drive a community campaign, *Forget a Mentor, Find a Sponsor* will help you forge the relationships that truly have the power to deliver you to

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your destination.

Following a qualitative survey, the authors of this title identified key components of both mentoring and coaching and the need to clarify the similarities and differences between them. This book is the result of revisiting the origins of these disciplines, which has led to some unexpected conclusions.

Do you want success? More success than you have now? And even more success than you ever imagined possible? That is what this book is about. Achieving it. No gimmicks. No hyperbole. Finally, just the truth on what it takes to earn success. As the central curator of the success media industry for over 25 years, author Darren Hardy has heard it all, seen it all, and tried most of it. This book reveals the core principles that drive success. The Compound Effect contains the essence of what every superachiever needs to know, practice, and master to obtain extraordinary success. Inside you will find strategies on: How to win--every time! The No. 1 strategy to achieve any goal and triumph over any competitor, even if they're smarter, more talented or more experienced. Eradicating your bad habits (some you might be unaware of!) that are derailing your progress. Painlessly installing the few key disciplines required for major breakthroughs. The real, lasting keys to motivation--how to get yourself to do things you don't feel like doing. Capturing the elusive, awesome force of momentum. Catch this, and you'll be unstoppable. The acceleration secrets of superachievers. Do they have an unfair advantage? Yes, they do, and now you can too! If you're serious about living an extraordinary life, use the power of The Compound Effect to create the success you desire. Begin your journey today!

All You Need to Become an Successful Coaching Supervisor
This book provides you with the theory and practice on how

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to succeed in the rapidly growing fields of coaching, mentoring, and consultancy by thoroughly explaining the fundamental principles, formal standards, and skills necessary to become an effective supervisor.

Supervision is increasingly required for a coach's and a mentor's professional development, and engaging in reflective practice with peers can be a valuable way of meeting these needs. Peer supervision brings unique challenges though, including the possibility of collusion or stagnating at a shared developmental level. This book is written by practicing professional supervisors who engage in peer supervision themselves and train communities of coaches and mentors. It guides practitioners to develop and integrate their range of individual and group reflective practice activities alongside professional supervision. It draws upon essential theory and methodology, explores challenges and ethical dilemmas faced within peer supervision, and provides concrete guidance, useful techniques and helpful templates. This practical guide will be vital reading for individual coaching and mentoring practitioners and peer learning groups including within communities, universities and/or training programs. It will also support professional supervisors and organizations developing coaching cultures.

You're only a startup CEO once. Do it well with Startup CEO, a "master class in building a business." —Dick Costolo, Former CEO, Twitter Being a startup CEO is a job like no other: it's difficult, risky, stressful, lonely, and often learned through trial and error. As a startup CEO seeing things for the first time, you're likely to make mistakes, fail, get things wrong, and feel like you don't have any control over outcomes. Author Matt Blumberg has been there, and in Startup CEO he shares his experience, mistakes, and lessons learned as he guided Return Path from a handful of employees and no revenues to over \$100 million in revenues

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and 500 employees. Startup CEO is not a memoir of Return Path's 20-year journey but a thoughtful CEO-focused book that provides first-time CEOs with advice, tools, and approaches for the situations that startup CEOs will face. You'll learn: How to tell your story to new hires, investors, and customers for greater alignment How to create a values-based culture for speed and engagement How to create business and personal operating systems so that you can balance your life and grow your company at the same time How to develop, lead, and leverage your board of directors for greater impact How to ensure that your company is bought, not sold, when you exit Startup CEO is the field guide every CEO needs throughout the growth of their company. This book answers a number of fundamental questions about listening in coaching and mentoring. What difference does being heard make to the speaker? How does it have that effect? What are the necessary components of good listening? How do you evaluate your practice as a listener and how do you improve? The process of writing this book led the author to look closely at his own practice, test, experiment, and push his listening to a higher level. He invites the reader to do the same. This book identifies what it takes to listen well – the skills, mind-set, presence, self-awareness and self-management – and why it can be hard. It demonstrates how four modes of listening – attention, inquiry, observation and use of self – all contribute to the listener's understanding and to the speaker's awareness. It argues that we all have a 'learning edge' as listeners and provides a framework that helps each of us find it. The book is intended as a companion for anyone who commits to becoming a good listener. It shows how to develop expertise in the four modes of listening. It offers examples and principles to guide practice, questions for reflection, and a series of 'workouts' to help the listener develop their ability to listen. It encourages

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by showing how good listening is simple – you turn up, pay attention, and listen with all you have, and it challenges by identifying the work it takes to do that.

Executive coaching is big business. A top coach in America can earn more than fifteen thousand dollars a day—well beyond the normal fees charged by most consultants. This comprehensive guide explains everything you need to know to engage and deploy coaches and mentors effectively. Topics covered include: • Goals and costs of different types of coaching and mentoring • How to assess a coach's effectiveness • Tips for helping coaches and mentors succeed • Pitfalls to avoid • Real-life lessons learned by those interviewed for this book The drive to excellence for individuals and organizations makes coaching and mentoring ever more important in our challenging 24/7 global business environment.

"There are excellent chapters on how to train and develop coaching and mentoring skills and on practical ethics...This is a superb book and an excellent resource for existing mentors and coaches. It will also be a valuable introduction for potential clients – and is likely to encourage them to become coaches and mentors in their own right." The British Journal of Psychiatry "This engaging, comprehensive and practical book explains how to get the most out of coaching and mentoring. The authors identify the key principles of effective practice and make the text come alive through frequent use of interactive case material. It is a sound resource for those already engaged in, or thinking about, coaching and mentoring." Dr Gerard Egan, Professor Emeritus, Loyola University, Chicago, USA. "In the burgeoning field of coaching, Mary Connor and Julia Pokora have provided a very readable and accessible book that anyone who is thinking of becoming a coach or mentor should read. It provides very clear frameworks, tools and questions that can

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help a person decide whether this is the right direction for them and how to go about developing the competences, capabilities and capacities necessary." Dr Peter Hawkins, Chairman of Bath Consultancy Group, UK and leading author and expert on coaching supervision. "In all this is a thought provoking, well tested book of value to practitioners and trainers alike. For those who have not read deeply about Egan's model, it offers the best summary I know of the richness of this framework and the use of it in a 1:1 learning relationship." International Journal of Mentoring and Coaching

Coaching and mentoring are now mainstream activities in organizations. This unique book focuses on the common ground between coaching and mentoring, offering nine key principles for effective practice. It answers questions asked not only by coaches and mentors but also by clients, including: How can I be an effective coach or mentor? How can I be an effective client? What are some useful tools and techniques? How can I train and develop as a coach or mentor? What are the ethical issues in coaching and mentoring? How is a coaching or mentoring culture developed at work? Coaching and Mentoring at Work is essential reading for coaches, mentors, clients, managers, leaders, professionals, HR specialists, trainers, consultants and students. The book will help you to: Improve your skills Use a tried and tested framework Enhance working relationships Learn from practical exercises Develop as a coach, mentor or client Lead and manage effectively

The coaching and mentoring profession is facing a major challenge – helping clients cope effectively with life's complexities and conflicting demands in a rapidly changing environment. Conversations around work-life balance need to address not only the interconnectedness of work, leisure, home, and social life but also the fact that these elements are in flux and require continuous rebalancing. This book is a

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practical and evidence-based resource to help coaches and mentors in supporting clients to achieve greater work-life balance. Written by an experienced academic-practitioner team, this book provides coaches and mentors with a way of addressing work-life tensions with their clients. It is grounded in research and practice and offers a wide range of tools and techniques which are supported with real-life case studies illustrating how they can be employed. On top of this, readers are also supported with reflective questions to enhance understanding and a series of downloadable worksheets for practical use. Coaching and Mentoring for Work-Life Balance is essential reading for professional coaches and mentors who are helping their clients to develop personal resilience and will also be a valuable resource for students in postgraduate coaching and mentoring courses. The authors present some of the latest thinking on this topic, underpinned by their own research and model for work-life balance, making the book indispensable to all those engaged in leadership, coaching, mentoring, and supervision.

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