

Clock Out Shift Tracker For Your Job

Scott C. Dulebohn

Ask a Manager Alison Green,2018-05-01 From the creator of the popular website Ask a Manager and New York's work-advice columnist comes a witty, practical guide to 200 difficult professional conversations—featuring all-new advice! There's a reason Alison Green has been called "the Dear Abby of the work world." Ten years as a workplace-advice columnist have taught her that people avoid awkward conversations in the office because they simply don't know what to say. Thankfully, Green does—and in this incredibly helpful book, she tackles the tough discussions you may need to have during your career. You'll learn what to say when • coworkers push their work on you—then take credit for it • you accidentally trash-talk someone in an email then hit "reply all" • you're being micromanaged—or not being managed at all • you catch a colleague in a lie • your boss seems unhappy with your work • your cubemate's loud speakerphone is making you homicidal • you got drunk at the holiday party Praise for Ask a Manager "A must-read for anyone who works . . . [Alison Green's] advice boils down to the idea that you should be professional (even when others are not) and that communicating in a straightforward manner with candor and kindness will get you far, no matter where you work."—Booklist (starred review) "The author's friendly, warm, no-nonsense writing is a pleasure to read, and her advice can be widely applied to relationships in all areas of readers' lives. Ideal for anyone new to the job market or new to management, or anyone hoping to improve their work experience."—Library Journal (starred review) "I am a huge fan of Alison Green's Ask a Manager column. This book is even better. It teaches us how to deal with many of the most vexing big and little problems in our workplaces—and to do so with grace, confidence, and a sense of humor."—Robert Sutton, Stanford professor and author of The No Asshole Rule and The Asshole Survival Guide "Ask a Manager is the ultimate playbook for navigating the traditional workforce in a diplomatic but firm way."—Erin Lowry, author of Broke Millennial: Stop Scraping By and Get Your Financial Life Together

First, Break All the Rules Marcus Buckingham,Curt Coffman,2014-02-02 Gallup presents the remarkable findings of its revolutionary study of more than 80,000 managers in First, Break All the Rules, revealing what the world's greatest managers do differently. With vital performance and career lessons and ideas for how to apply them, it is a must-read for managers at every level. The greatest managers in the world seem to have little in common. They differ in sex, age, and race. They employ vastly different styles and focus on different goals. Yet despite their differences, great managers share one common trait: They do not hesitate to break virtually every rule held sacred by conventional wisdom. They do not believe that, with enough training, a person can achieve anything he sets his mind to. They do not try to help people overcome their weaknesses. They consistently disregard the golden rule. And, yes, they even play favorites. This amazing book explains why. Gallup presents the remarkable findings of its massive in-depth study of great managers across a wide variety of situations. Some were in leadership positions. Others were front-line supervisors. Some were in Fortune 500 companies; others were key players in small entrepreneurial companies. Whatever their situations, the managers who ultimately became the focus of Gallup's research were invariably those who excelled at turning each employee's talent into performance. In today's tight labor markets, companies compete to find and keep the best employees, using pay, benefits, promotions, and training. But these well-intentioned efforts often miss the mark. The front-line manager is the key to attracting and retaining talented employees. No matter how generous its pay or how renowned its training, the company that lacks great front-line managers will suffer. The authors explain how the best managers select an employee for talent rather than for skills or experience; how they set expectations for him or her — they define the right outcomes rather than the right steps; how they motivate people — they build on each person's unique strengths rather than trying to fix his weaknesses; and, finally, how great managers develop people — they find the right fit for each person, not the next rung on the ladder. And perhaps most important, this research — which initially generated thousands of different survey questions on the subject of employee opinion — finally produced the twelve simple questions that work to distinguish the strongest departments of a company from all the rest. This book is the first to present this essential measuring stick and to prove the link between employee opinions and productivity, profit, customer satisfaction, and the rate of turnover. There are vital performance and career lessons here for managers at every level, and, best of all, the book shows you how to apply them to your own situation.

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Changing Contours of Work Stephen Sweet,Peter Meiksins,2020-04-24 The authors are proud sponsors of the 2020 SAGE Keith Roberts Teaching Innovations Award—enabling graduate students and early career faculty to attend the annual ASA pre-conference teaching and learning workshop. Changing Contours of Work is an exploration of the American workplace in the larger context of an integrated global economy. Presented with engaging vignettes and rich data, this Fourth Edition shows the reader how the old economy is now operating within the new economy and how that integration shapes the development of work opportunities. Authors Stephen Sweet and Peter Meiksins use an international comparative perspective, revealing the historical transformations of work and identifying the profound effects that these changes have had on lives, jobs, and life chances. This text supports the reader's understanding of the origins of current problems confronting working people in the new economy, and contributes to a much-needed dialogue about the strategies for liberating workers from poverty, drudgery, discrimination, stress, and exploitation.

Back on the Career Track Carol Fishman Cohen,Vivian Steir Rabin,2008-08-18 If you're a stay-at-home mom considering going back to work, these are some of the questions that have likely come to mind. Returning to the workforce can be a daunting prospect. It requires reigniting old contacts (including those with coworkers once your junior), marketing yourself strategically, and building confidence-whether you've been out of the workforce for two, six, or fifteen years. Carol Fishman Cohen and Vivian Steir Rabin understand, because they've been there. As Harvard MBAs who successfully relaunched their own careers after staying home full-time with their children, they know it can be done-with careful planning, strategizing, and creativity. Now, in BACK ON THE CAREER TRACK, they offer a prescriptive, seven-step program that includes: · Assessing career options and updating job skills · Networking and preparing for interviews · Getting the family on board. Packed with expert advice from career counselors and recruiters, and insightful stories from others who have been through the process, this book also offers an inside look at what employers and universities are doing to help relaunchers today-including how many businesses are recognizing them as valuable assets. As frequent speakers to women's groups, professional schools, and corporations, Cohen and Rabin provide a thorough, unique program from two experts on the topic of career reentry. BACK ON THE CAREER TRACK is sure to become the classic guide in the field.

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Marine Engineering/log ,1922

State Implementation of Federal Standards United States. Congress. Senate. Committee on Governmental Affairs. Subcommittee on Intergovernmental Relations,1982

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Audio Production Worktext Sam Sauls,Craig Stark,2013-05-02 Providing insight into the impact media convergence has had on the radio industry, this new edition delivers an excellent introduction to the modern radio production studio, the equipment found in that studio, and the basic techniques needed to accomplish radio production work. New chapters addressing the basics of field recording, production planning, and sound for video are included, as well as a renewed emphasis on not just radio production, but audio production. Featuring a worktext format tailored for both students and teachers, self-study questions, hands-on projects, and a CD with project material, quizzes, and demonstrations of key concepts, this book offers a solid foundation for anyone who wishes to know more about radio/audio equipment and production techniques.

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