

IIm Level 3 Award In Leadership And Management

Planning Change in the Workplace
Motivating to Perform in the Workplace
Planning to Work Efficiently
Performance Coaching
British Vocational Qualifications
Liquid Thinking
Managing Personal Development
Understanding Workplace Information Systems
Change Your Life with NLP
Your Total Coach
Understanding Change in the Workplace
The Office
HR Beyond the Theory
Managing Stress in the Workplace
People Management
The Mentoring Manual
Developing Yourself and Others
Manager As Coach: The New Way To Get Results
Preparing to Teach in the Lifelong Learning Sector
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The OSCAR Coaching Model
The Leadership Pipeline
The City & Guilds Textbook Level 5 Diploma in Leadership and Management for Adult Care
Certificate in Higher Education
Understanding the Communication Process in the Workplace
The Award in Education and Training

Planning Change in the Workplace

Motivating to Perform in the Workplace

Super series are a set of workbooks to accompany the flexible learning programme specifically designed and developed by the Institute of Leadership & Management (ILM) to support their Level 3 Certificate in First Line Management. The learning content is also closely aligned to the Level 3 S/NVQ in Management. The series consists of 34 workbooks. Each book will map on to a course unit (34 books/units).

Planning to Work Efficiently

"Scribble, the book's main character, never thought he was different until he met his first drawing. Then, after being left out because he didn't look like everyone else, Scribble teaches the drawings how to accept each other for who they are. Which enables them to create amazing art together!"--

Performance Coaching

Now in its 44th edition, British Qualifications is the definitive one-volume guide to every qualification on offer in the United Kingdom. With full details of all institutions and organizations involved in the provision of further and higher education, this publication is an essential reference source for careers advisors, students and employers. It also includes a comprehensive and up-to-date description of the structure of further and higher education in the UK. The book includes information on awards provided by over 350 professional institutions and accrediting bodies, details of academic universities and colleges and a full description of the current framework of academic and vocational education. It is compiled and checked annually to ensure accuracy of information.

British Vocational Qualifications

Introduces a new theory of developmental coaching and a new framework for coaching practice, exploring puzzling and debated aspects of human nature, such as 'self', 'free will' and 'psychological evolution.'

Liquid Thinking

Leading, Managing and Developing People is critical reading for all those studying the CIPD Level 7 Advanced module in Leading, Managing and Developing People as

well as all HR and L&D practitioners. It provides extensive coverage of the aims, objectives and contribution of HRM such as the scope and nature of human resources, HR's role when organisations grow and how to ensure professionalism and ethical behaviour when managing people. This book also includes discussion of major contemporary themes in leading, managing and developing people including leadership development, flexibility, agile working and the psychological contract. This ensures that readers are fully prepared to lead, manage and develop staff in the new world of work. With rigorous academic underpinning and clear theoretical exploration, *Leading, Managing and Developing People* also includes practical advice on key activities including recruitment, job design, performance management, motivation and reward. Supported by online resources including an instructor's manual, lecture slides, international case studies, example essay questions and annotated web links, this is an indispensable guide for both students and practitioners.

Managing Personal Development

The Award in Education and Training is the threshold qualification for anyone wanting to teach in a wide range of contexts including the further education and skills sector, workplace learning, offender learning and adult and community settings. This user-friendly text is your guide to all the units of the Award and is a key text for the course. Structured around the teaching, learning and assessment

cycle, it includes full coverage of all units as well as information relevant to the Learning and Development units. Examples, activities and checklists help link theory to practice. The text is written for all learners and all awarding organisations. This revised edition is updated for the new qualification requirements and the Professional Standards for Teachers and Trainers. • A key text for the new Award in Education and Training. • Contents specifically follow the teaching, learning and assessment cycle, and match the qualification requirements. • Readable, relevant and easy to understand. • Provides valuable support for prospective teachers and trainers with little or no previous experience. • An excellent foundation for those considering or progressing to further teaching qualifications. ?Ann Gravells is leading a CPD Day on 22nd June in London. The event will focus on Raising quality and improving practice in the FE and Skills sector and is a rare opportunity to learn from leading experts. There will only be a limited number of seats available, so book your place here to avoid disappointment.

Understanding Workplace Information Systems

Together, these authors have more first-hand experience in leadership development and succession planning than you're likely to find anywhere else. And here, they show companies how to create a pipeline of talent that will continuously fill their leadership needs-needs they may not even yet realize. The Leadership

Pipeline delivers a proven framework for priming future leaders by planning for their development, coaching them, and measuring the results of those efforts. Moreover, the book presents a combination leadership-development/succession-planning program that ensures a steady line-up of leaders for every critical position within the company. It's an approach that bolsters the retention of intellectual capital as it eliminates the need to go outside for expensive "stars," who will probably jump ship before they reach their full potential anyway.

Change Your Life with NLP

Super series are a set of workbooks to accompany the flexible learning programme specifically designed and developed by the Institute of Leadership & Management (ILM) to support their Level 3 Certificate in First Line Management. The learning content is also closely aligned to the Level 3 S/NVQ in Management. The series consists of 35 workbooks. Each book will map on to a course unit (35 books/units).

Your Total Coach

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content is also closely aligned to the Level 3 S/NVQ in Management. The series consists of 35 workbooks. Each book will map on to a course unit (35 books/units).

Understanding Change in the Workplace

Working in business is a difficult arena to succeed in. Using cutting-edge NLP Neuro Linguistic Programming skills Excel at Business by Jimmy Petruzzi will empower you with the techniques you need to get the best out of yourself and others. From high-paced sales to the management of successful teams, this book enables you to adapt and succeed in an ever changing environment.

The Office

Elite athletes know that there is as little as 1% difference between being the best, and being at the back of the field. Excel at Sports by Jimmy Petruzzi is a simple, concise and ground-breaking guide to NLP Neuro Linguistic Programming and other techniques that can give you that extra 1%, whether in sports, business or life in general.

HR Beyond the Theory

Stuck in a rut? Know what you want but don't know how to get it? Feel like life is passing you by? Sick of getting mediocre results? Then enter the wonderful world of Liquid Thinking A practical, jargon-free and easily accessible self-help book drawing on a diverse range of experiences and containing digestible lessons and exercises used by sports captains, charity leaders and business leaders. It is the only self-help book which has ever been endorsed by Sir Richard Branson, Angelo Dundee, Muhammad Ali, and Jonny Wilkinson. It is a brave man who starts his book on self development by quoting Jerry Springer and discussing the literary merits of the Joy of Sex; however, this is Damian Hughes to a tee. Combining his own experiences as a Manchester United football coach, HR Director and youth club leader with exclusive insights from Sir Richard Branson, Angelo Dundee, Muhammad Ali and Jonny Wilkinson, Hughes will help you to step forward to achieve your own special hopes, dreams and ambition. The books have been credited with helping people build their own houses, fight cancer and run marathons, so come on and be a fellow Liquid Thinker!

Managing Stress in the Workplace

The Leading Series is our range of workbooks designed especially for learners pursuing ILM qualifications. BPP Learning Media specialises in the publishing of user-friendly books which are up-to-date and focused on relevant subject areas and offer you a wealth of expertise from our authors and tutors.

People Management

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The Mentoring Manual

AN INSTANT NEW YORK TIMES BESTSELLER The untold stories behind *The Office*, one of the most iconic television shows of the twenty-first century, told by its creators, writers, and actors When did you last hang out with Jim, Pam, Dwight, Michael, and the rest of Dunder Mifflin? It might have been back in 2013, when the series finale aired . . . or it might have been last night, when you watched three episodes in a row. But either way, long after the show first aired, it's more popular than ever, and fans have only one problem—what to watch, or read, next. Fortunately, Rolling Stone writer Andy Greene has that answer. In his brand-new oral history, *The Office: The Untold Story of the Greatest Sitcom of the 2000s*, Greene will take readers behind the scenes of their favorite moments and characters. Greene gives us the true inside story behind the entire show, from its

origins on the BBC through its impressive nine-season run in America, with in-depth research and exclusive interviews. Fans will get the inside scoop on key episodes from "The Dundies" to "Threat Level Midnight" and "Goodbye, Michael," including behind-the-scenes details like the battle to keep it on the air when NBC wanted to pull the plug after just six episodes and the failed attempt to bring in James Gandolfini as the new boss after Steve Carell left, spotlighting the incredible, genre-redefining show created by the family-like team, who together took a quirky British import with dicey prospects and turned it into a primetime giant with true historical and cultural significance. Hilarious, heartwarming, and revelatory, The Office gives fans and pop culture buffs a front-row seat to the phenomenal sequence of events that launched The Office into wild popularity, changing the face of television and how we all see our office lives for decades to come.

Developing Yourself and Others

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Manager As Coach: The New Way To Get Results

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Preparing to Teach in the Lifelong Learning Sector

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Solving Problems and Making Decisions

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content is also closely aligned to the Level 3 S/NVQ in Management. The series consists of 35 workbooks. Each book will map on to a course unit (35 books/units).

Developmental Coaching

The IET Wiring Regulations are of interest to all those concerned with the design, installation and maintenance of electric wiring in buildings. The market includes electricians, electrical contractors, consultants, local authorities, surveyors and architects. This book will also be of interest to professional engineers, as well as students at university and further education colleges. All users of the IET Wiring Regulations need to be aware of the coming changes in the 18th Edition (BS 7671:2018). This is intended to come into effect on 1st January 2019, although industry needs to start preparing for this from its point of publication (2nd July 2018).

The Veterans' Transition Review

Super series are a set of workbooks to accompany the flexible learning programme specifically designed and developed by the Institute of Leadership & Management (ILM) to support their Level 3 Certificate in First Line Management. The learning content is also closely aligned to the Level 3 S/NVQ in Management. The series

consists of 35 workbooks. Each book will map on to a course unit (35 books/units).

Parliamentary Debates (Hansard).

Performance Coaching offers a guide to the fundamentals of coaching with an overview of all the key principles, tools and case studies you need to develop more advanced knowledge. Whether you're thinking about becoming a coach, already running a professional coaching practice or thinking about how you can embed a coaching culture in your organization, Carol Wilson illustrates how to develop a best practice approach. Using practical tools throughout and with international case studies to illustrate the various cultural challenges coaches and managers can face, Performance Coaching is a complete resource for developing coaching in any organization. This new edition of Performance Coaching has been completely updated to offer a greater focus on building a coaching culture in organizations and the challenges that leaders face in understanding and developing a coaching approach.

I'm Not Just a Scribble

As the Prime Minister's Special Representative on Veterans' Transition, Lord Ashcroft conducted a comprehensive review of all aspects of the move from a

career in the Armed Forces to civilian life. The Veterans' Transition Review, published in February 2014, documents his findings and recommendations. Based on consultation with the Forces, the MOD and wider government, industry and charities - as well as hundreds of former Service personnel and their families - the Review includes more than 50 proposals to improve transition in fields including education, employment, health, housing, welfare, finance, information provision, the charity sector, and the way society perceives Service Leavers.

Influencing Others at Work

Develop best practice and improve your leadership skills with this textbook, published in association with City and Guilds for the new Level 5 Diploma in Leadership and Management for Adult Care specification. -Build comprehensive understanding of the knowledge and skills required for the Level 5 qualification, with detailed coverage of all mandatory units -Apply theoretical aspects of the Diploma in the workplace, with the 'In Practice' feature -Build confidence reviewing and evaluating practice in Adult Care settings with 'Reflect On It' activities, and examples of reflective accounts -Prepare a strong portfolio, with advice and activities on how to use evidence most effectively -Extend knowledge and understanding with access to popular optional units available online (www.hoddereducation.co.uk/adultcareextras) - Fully updated to match the Level 5 qualification's integration into the higher apprenticeship programme including the

new 'undertake a research project' unit The easy-to-follow design makes this an invaluable reference guide for anyone looking to progress their management career in Adult Care.

Hospitality Supervision and Leadership Level 3

This book is for anyone looking to take his or her life to a new level, whether it is personal life, professional or sport. The book is also an excellent guide for anyone learning NLP The difference between succeeding and having a fruitful career, and an amazing life is minimal. Being consistent with our actions. Becoming the best we can be in every area of our life. By transferring these same skills and principles and mind set that many of the world's best athletes and sports people use to be at the top of their game to people in every day life to help fulfil their potential. Anything is possible. Results in sport depend crucially on your ability to use your mind effectively. Many elite athletes say the mental aspects of sport make the difference between being a champion or not. As little as 1% can be the difference between being a champion and being ranked 50th in the world! In the game of life the margins of greatness and mediocrity are also minimal. This book can help you discover you're potential and obtain your dreams. You don't need to settle for anything less than what you want or what your want to be. The book is full of practical exercises on how to use your mind more effectively. To gain more success in your life, get the best out of yourself in every aspect of your life. Fulfil

your potential.

The 7 Second CV

Whether you're a new HR professional, or aspiring to be one, this book will help you develop the practical skills to help you flourish in the workplace with confidence and competence. While other books can teach you the mechanics and theory of HR and its practices, HR Beyond the Theory shares tried-and-tested practical advice and guidance on the skills you'll need on a daily basis to help you develop your career as an HR professional. These skills saw the author, Charles Goff-Deakins, nab his first entry-level HR role without a degree or any HR qualifications, and go on to be a successful senior HR professional. This would not have been possible without the skills detailed in this book. In addition to practical advice on skill development and respective examples, this book also provides guidance on continuing your professional development as an HR professional, the different specialisms of HR from the perspective of those who work in them, how to approach the next steps in your career, and tips on how to get your first HR role if you're not already in one. Chapters include: * Before your first HR role * Customer (employee) service * Understanding your organisation * Public speaking * Understanding data * Planning * Business writing * Learning from mistakes * The Not-Glossary * Continuous professional development (CPD) * What next? * HR Specialisms interviews. While the book makes reference to UK bodies (e.g. the

CIPD), readers from other countries will still find this just as useful and relevant.

Recruiting, Selecting and Inducting New Staff in the Workplace

Super series are a set of workbooks to accompany the flexible learning programme specifically designed and developed by the Institute of Leadership & Management (ILM) to support their Level 3 Certificate in First Line Management. The learning content is also closely aligned to the Level 3 S/NVQ in Management. The series consists of 35 workbooks. Each book will map on to a course unit (35 books/units).

Excel at Business

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Requirements for Electrical Installations, IET Wiring Regulations, Eighteenth Edition, BS 7671:2018

British Qualifications 2014

British Vocational Qualifications is an indispensable reference for careers advisors, human resource managers, employers, teachers and students, featuring up-to-date information on over 3,500 vocational qualifications available in the United Kingdom. These include Vocational Qualifications (VQs), National Vocational Qualifications (NVQs), Scottish Vocational Qualifications (SVQs), Related Vocational Qualifications (RVQs) and apprenticeships. The directory also covers the latest developments within the fast-changing field of vocational qualifications, and details of awarding, examining and validating bodies. British Vocational Qualifications is a simple guide for anyone who needs to understand vocational education, whether researching what is available, verifying a qualification for legal purposes, or reviewing where best to study for them.

Managing the Effective Use of Equipment

Prepare for assessment and master the skills and knowledge you need to succeed as a hospitality and catering supervisor with this support resource. Covering all of the latest mandatory and most popular optional units, with a strong focus on preparation for assessment, this will be an essential resource for anyone working towards the Level 3 NVQ Diploma in Hospitality Supervision and Leadership,

whether in college or in the workplace. It also provides support for those completing the Hospitality Supervision and Leadership apprenticeship. - Provides all of the essential knowledge and skills any supervisor working in the hospitality industry will need: from supporting, motivating and developing staff, to customer service skills, problem solving and controlling resources - Develops understanding of the assessment requirements with clear explanations of all criteria - Helps you to build your portfolio, with guidance on suitable evidence and activities that provide assessment opportunities - Prepares you for professional discussions and questioning with knowledge checks at the end of each unit to test your understanding

Excel at Sports

Leading, Managing and Developing People

Write a killer CV and land your dream job. It takes an employer just seven seconds to save or reject a job applicant's CV. In this book, James Reed – chairman of REED, Britain's largest recruitment company – offers invaluable and specific advice on what employers want to see in the CVs they receive and how you can stand out from the crowd. Unlike other career development books, the honest advice

presented here has been compiled from one-to-one interviews, surveys and countrywide workshops across REED's network of recruitment consultants. This book is an accessible and enjoyable read, intensely practical and packed with pull-out quotes, layout examples and tips. Find out what future employers are looking for and take the first step to start loving Mondays again.

The OSCAR Coaching Model

"Jenny Rogers' advice is simple, memorable, deeply pragmatic, and always focused on results. If only more managers would take it!" Tim Brooks, CEO, BMJ Group "This pragmatic book will stimulate managers to drive higher performance and get the best out of people. In such a challenging environment, this can only be good for business!" Carolyn McCall, CEO, Easy Jet "A must-read for any manager working to foster the right culture. Belief in excellence and the ability to enable people to perform at their best is fundamental for generating and sustaining high performance." Johanna Friedl-Naderer, Region Vice President, Biogen Idec "I believe this common-sense, simple approach would motivate both managers and individuals to change and empower them to improve their own performance." Michael Parr, CEO, British Arab Commercial Bank It's a tough job being a manager. How do you manage performance? If you come across as too directive you may get a reputation for harshness. If you are too nice you risk being known as a gullible and easily outmanoeuvred. Neither approach works. 'Employee engagement' is the

magical ingredient: it makes staff genuinely committed, creating excellent work. Few organizations actually achieve it, though all say they want it. Coaching is the most reliable a way of producing it. In *Manager as Coach*, Jenny Rogers challenges many of the traditional assumptions about what works in management and shows you, step by step, how to be a brilliant manager and get fantastic results: Reduce your stress Develop employees' key skills Create a culture of engagement Improve bottom line results Jenny Rogers is one of the leading executive coaches in the UK with more than 20 years of experience. Her clients are typically chief executives and directors of large organizations. She writes extensively about coaching and leadership and has trained many hundreds of managers in coaching skills in the UK and internationally. Karen Whittleworth is an acclaimed trainer, coach and coach supervisor, and the founding director of Worth Consulting Ltd. Andrew Gilbert is an internationally known as a speaker, trainer and executive coach. He is the co-director of Worth Consulting Ltd.

The Leadership Pipeline

The City & Guilds Textbook Level 5 Diploma in Leadership and Management for Adult Care

A vital tool in the quest to get into the coveted Sunday Times Top 100 companies to work for. This is not simply a book about coaching but a book about how to become a better coach.

Certificate in Higher Education

This highly popular and accessible guide to the PTLLS Award is a comprehensive introduction to teaching in a variety of settings within the lifelong learning sector. This includes further education, adult and community learning, work-based learning, the forces and offender learning and skills. It is easy to read with plenty of practical activities and examples throughout and the content is fully linked to the Teacher Training Standards. This Fifth Edition is written for the four unit PTLLS Award. The book reflects current practice at levels 3 and 4 and 'extension activities' specifically target those taking the Award at Level 4. Chapters are based around the teaching and learning cycle and are focused on the PTLLS assessment criteria. updated for the four unit PTLLS Award contents specifically follow the teaching and learning cycle and match the qualification requirements the text is readable, relevant and easy to understand provides valuable support for prospective teachers and trainers with little or no previous experience an excellent foundation for those considering or progressing to further teaching qualifications Moving to the new Award in Education and Training? The Award in Education and Training by Ann Gravells

Understanding the Communication Process in the Workplace

As a mentor you must be many things: role model, expert, advocate, cheerleader, enforcer and friend. Plus you must make a positive, lasting difference to the knowledge, skills and prospects of your mentee. So, being a mentor is a big responsibility. But with *The Mentoring Manual*, getting it right is easy. Based on methods developed - and proven - in business, this highly practical book will show you how mentoring works, take you step-by-step through everything you need to know and do, and show you how both parties can get the best from the relationship.

- Understand what mentoring really is and how to do it well
- Feel fully confident in your ability to be a great mentor
- Develop key skills like listening, collaboration and coaching
- Help your mentee feel more knowledgeable, confident and valued
- Pass on your skills, experience and expertise to colleagues and contacts

Get the most from mentoring: help your mentee, develop your skills and make a positive difference “A breath of fresh air compared with many books on coaching and mentoring. The process of mentoring and the potential pitfalls are presented in a clear and challenging way.” David Megginson, Emeritus Professor of HRD, Sheffield Hallam University “A clear, pragmatic and accessible guide for mentors.” Professor David Clutterbuck, author, speaker, and co-founder of the European Mentoring and Coaching Council

The Award in Education and Training

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ROMANCE ACTION & ADVENTURE MYSTERY & THRILLER BIOGRAPHIES &
HISTORY CHILDREN'S YOUNG ADULT FANTASY HISTORICAL FICTION HORROR
LITERARY FICTION NON-FICTION SCIENCE FICTION