

Shaping Your Career Pocket Mentor

Delegation isn't simply a matter of offloading what you don't want, or don't have the time to do. Done properly, it helps teams work more efficiently, helps employees develop their individual skills, and reduces managerial burn out. Delegating Work will help you match the person to the assignment, setting the stage for success-- your team's and your own.

In the business world, confrontations are inevitable -- whether they're with your employees, peers, bosses, or even suppliers and customers. Ignored or handled badly, confrontations can damage workplace relationships and ruin careers. This volume helps you master the art of effectively managing difficult interactions. You'll learn how to:

- Determine which confrontations are worth an investment of your time and energy
- Understand and manage the strong emotions that can arise during confrontations
- Design solutions that meet all stakeholders' needs
- Coach your direct reports to resolve confrontations productively

The Pocket Mentor series offers immediate solutions to the challenges managers face on the job every day. Each book in the series is packed with handy tools, self-tests, and real-life examples to help you identify strengths and weaknesses and hone critical skills. Whether you're at your desk, in a meeting, or on the road, these portable guides enable you to tackle the daily demands of your work with greater speed, savvy, and effectiveness. Many organizations encourage diversity because providing equal opportunity for everyone is the right thing to do. A diverse workforce can also yield such important competitive advantages as a higher level of profitable innovation, a better understanding of market opportunities, and stronger employee productivity and commitment. But as people with different backgrounds, beliefs, and values interact in the workplace, conflicts can arise. How can you foster diversity on your team and surmount the challenges that can come with it? This book teaches managers how to:

- Recruit a diverse team
- Foster an inclusive environment by replacing common misconceptions with facts
- Handle diversity-related conflict
- Tap the business value generated by the team's diversity

A riveting, deeply personal account of history in the making—from the president who inspired us to believe in the power of democracy #1 NEW YORK TIMES BESTSELLER • NAACP IMAGE AWARD NOMINEE • NAMED ONE OF THE TEN BEST BOOKS OF THE YEAR BY THE NEW YORK TIMES BOOK REVIEW NAMED ONE OF THE BEST BOOKS OF THE YEAR BY The Washington Post • Jennifer Szalai, The New York Times • NPR • The Guardian • Marie Claire In the stirring, highly anticipated first volume of his presidential memoirs, Barack Obama tells the story of his improbable odyssey from young man searching for his identity to leader of the free world, describing in strikingly personal detail both his political education and the landmark moments of the first term of his historic presidency—a time of dramatic transformation and turmoil. Obama takes readers on a compelling journey from his earliest political aspirations to the pivotal Iowa caucus victory that demonstrated the power of grassroots activism to the watershed night of November 4, 2008, when he was elected 44th president of the United States, becoming the first African American to hold the nation's highest office. Reflecting on the presidency, he offers a unique and thoughtful exploration of both the awesome reach and the limits of presidential power, as well as singular insights into the

dynamics of U.S. partisan politics and international diplomacy. Obama brings readers inside the Oval Office and the White House Situation Room, and to Moscow, Cairo, Beijing, and points beyond. We are privy to his thoughts as he assembles his cabinet, wrestles with a global financial crisis, takes the measure of Vladimir Putin, overcomes seemingly insurmountable odds to secure passage of the Affordable Care Act, clashes with generals about U.S. strategy in Afghanistan, tackles Wall Street reform, responds to the devastating Deepwater Horizon blowout, and authorizes Operation Neptune's Spear, which leads to the death of Osama bin Laden. *A Promised Land* is extraordinarily intimate and introspective—the story of one man's bet with history, the faith of a community organizer tested on the world stage. Obama is candid about the balancing act of running for office as a Black American, bearing the expectations of a generation buoyed by messages of “hope and change,” and meeting the moral challenges of high-stakes decision-making. He is frank about the forces that opposed him at home and abroad, open about how living in the White House affected his wife and daughters, and unafraid to reveal self-doubt and disappointment. Yet he never wavers from his belief that inside the great, ongoing American experiment, progress is always possible. This beautifully written and powerful book captures Barack Obama's conviction that democracy is not a gift from on high but something founded on empathy and common understanding and built together, day by day.

Are you venturing in the online teaching world overwhelmed and lacking focus? Do you find yourself struggling to turn your ideas into income so people will stop asking you to find a *real job*? You've heard of people teaching online, and you're both attracted and intimidated by the idea. If it was just about teaching, you'd be happy to share all you know on your blog, a podcast or a youtube channel. But how can you make a business out of it so it doesn't overwhelm you, stress you out, turn you into a sleazy sales person or a lifeless money-making machine? Can you sell what you know with integrity and honesty, impacting and transforming people's lives? Do you need some special skills to teach online, or can you start small right now, polish up your system so you work smarter, not harder? *Why Opted Out of the *Real Job?** *Opted Out of the *Real Job** is your concise companion on this journey. It's for those who want to take action, and it's written by people who have tried these principles in their own business. If you wish to transition from your current office or classroom job into teaching online but are afraid of losing your mind and money and are overwhelmed with the marketing ideas, this short book will provide you with realistic advice on how to start small, be consistent, and work from your core values while making impact and income. In the book you'll learn how to Use what you know to inspire change by teaching online. Build systems that will help your small business stand out and scale. Sell your expertise, not hours. Work smarter and reach farther. We've been teaching online for several years, and we understand that the tools have gone through a number of changes. Therefore, *Opted Out of the *Real Job** focuses more on the fundamental principles of a small and smart online business that can be applied at any time, such as: Growth mindset Ideal client search Content creation that connects Website that's more than a pretty picture Memorable branding Niche finding with clarity Social media strategy that works Investment into business growth Delegation Online course creation, and more! We wrote this handbook to share our vision and strategy for starting and scaling an online teaching business that can find its audience, zest, and purpose

amidst oversized corporate blandness. *Opted Out of the *Real Job** will help you cut through the overwhelm by starting from the core. Accompanied with a free journal (downloadable link inside), the lessons from each chapter will turn into mini action plans that you can implement in a way that will most benefit your business. The book is a navigation tool for teachers, coaches and other professionals who want to create a smart system for teaching online without gimmicks, sleazy tactics and tricks that don't last. This is the roadmap we've used to make our businesses viable in 18 months.

Crises--anything from a natural disaster to a data-security breach to the defection of your best employee--can prevent you from carrying out your business operations. But with good planning, you can minimize the impact of a potential disaster. This book shows you how to:

- Avoid a crisis entirely
- Lay the groundwork for managing a crisis
- Know when a crisis is imminent
- Contain and resolve a crisis
- Learn from each crisis you've resolved

The Pocket Mentor series offers immediate solutions to the challenges managers face on the job every day. Each book in the series is packed with handy tools, self-tests, and real-life examples to help you identify strengths and weaknesses and hone critical skills. Whether you're at your desk, in a meeting, or on the road, these portable guides enable you to tackle the daily demands of your work with greater speed, savvy, and effectiveness. Ideas are not enough: successful innovation requires people to pick up where the creative process leaves off. These people must take the creative idea and apply it to a real-life problem to design a new product, service, or process. They must construct a carefully articulated vision for the project, draw up a feasible financial plan, and advocate the project over the whole course of its development and implementation. This book teaches you how to execute an innovation from start to finish:

- Develop a vision statement that stands up to evaluation criteria
- Build a strong business case to the stakeholders who will be affected
- Manage both explicit and hidden resistance to change
- Sustain the passion around your idea and keeping its momentum going

Managing Projects provides proven strategies for making sure any size task achieve its goal - on time and on budget. Covering the gamut of tasks involved in managing any project, this portable guide develops ideas about planning, team building, motivation, mid-course assessment and correction, and after-project review. It helps managers determine whether and how to make the critical tradeoffs between time, cost, and quality that are the essence of project management. Managers at any level can use this portable guide to become more efficient and effective multi-taskers. Key features

- Instructs readers how to: Scope out a project and identify resources needed
- Develop schedules and set deadlines
- Monitor budgets and keep projects on track
- Communicate progress and problems to stakeholders
- Overcome some typical project snags

You've just been promoted to a managerial position for the first time -- congratulations! But beware: the managerial role differs markedly from the individual contributor role. Go into the job with mistaken assumptions about what to expect, and you just may be blindsided by surprising realities. This book helps you lay the foundation for succeeding in your new role, explaining how to:

- Discard the "doer" role of the individual contributor for the orchestrating role of the manager
- Adjust your leadership style to maximize your team's performance
- Balance conflicting expectations from your boss, peers, and direct reports
- Deal productively with the stresses and new emotions that come with being a

manager

The Pocket Mentor series offers immediate solutions to the challenges managers face on the job every day. Each book in the series is packed with handy tools, self-tests, and real-life examples to help you identify strengths and weaknesses and hone critical skills. Whether you're at your desk, in a meeting, or on the road, these portable guides enable you to tackle the daily demands of your work with greater speed, savvy, and effectiveness. Managing employee growth is critical to your organization's success. But to develop your employees effectively, you must have certain skills, such as the ability to seek out opportunities, set goals, and provide feedback. This volume teaches you to:

- Assess developmental needs
- Understand and take into account differences between your employees
- Use a Performance and Potential grid to determine next steps
- Conduct a career development discussion

Find out what makes great leaders tick, learn what it takes to be credible and read about the things that they'd do differently if they had to do it all again. The Nine Types of Leader introduces some obvious and some not so obvious types of leader through stories, anecdotes and insight garnered from hundreds of encounters with world-class leaders. Featuring interviews with industry titans including Jean-Francois Decaux of JC Decaux, Michael Rapino of Live Nation, Zhang Ruimin of Haier, Gavin Patterson of Salesforce and Isabelle Kocher of Engie, it explores how the leaders of tomorrow will improve their game by borrowing from the very best of the nine types of leader that exist today. Renowned journalist, James Ashton assesses the strengths and weaknesses of each leadership type, highlighting where and when they are best deployed, whilst helping you identify who you are and how you can improve performance. As the world seeks to recover from drastic disruption and uncertainty and the most acute test of leadership in living memory, it projects how future leaders can learn from what has gone before.

"Imaginative and intuitive . . . [Josh] Conviser mines and mints a nonstop stream of visual images."—Chris Carter, creator of The X-Files In the time it takes to read this sentence, Echelon will intercept more than 70,000 phone calls, e-mails, and faxes. Operated by the National Security Agency, Echelon is the most pervasive global eavesdropping network in history. Today, Echelon will capture three billion electronic communications. Imagine what it will do tomorrow. In the near future, war is unknown, conflict has vanished, and life is picture-perfect. Or so it seems. Once merely a surveillance net, Echelon has severed its ties with the United States to become the covert power shaping world affairs. It manipulates the data flow at will, snuffs out dissent, and controls information—and thus the world—with an iron fist. But after years of silent dominance, Echelon stands on the brink of collapse. Honed, armed, and bioengineered to the hilt, Ryan Laing, a veteran Echelon operator, is thrust into a dark conspiracy to overthrow Echelon and draw the world into new violence and chaos. With his handler, Sarah Peters, a neo-punk hacker out of Scotland, Laing embarks on a desperate race through the halls of power and across the globe—from the flooded beachfront of Venice, California, to a murderous jungle in Southeast Asia—to find out who in Echelon is playing God . . . and what greater hell will soon be unleashed.

What happens after you've been accepted into a psychology graduate program? How can you best prepare for the challenges ahead and make the most of your graduate school career? In "Surviving Graduate School in Psychology: A Pocket Mentor", author Tara L. Kuther offers her considerable knowledge and skills to help you master the complexities of graduate school and realize your goals. Kuther, a leading authority in professional and academic development, provides pragmatic, step-by-step advice for new graduate students on such essential topics as: managing your money; adapting to unspoken rules; navigating departmental politics; understanding how and where learning takes place; maintaining personal and professional relationships; thriving in practicum and internships; and, developing an identity as a

psychologist. This "pocket mentor" will oversee your journey and provide authoritative encouragement as you change from a new student to a confident professional ready to contribute to the world through basic or applied research, academic appointments, or clinical work. This invaluable resource is enriched with handy tips, checklists, practice interview questions, teaching guidelines, dissertation strategies, sample CVs, and other practical visual aids.

As a manager, you make countless decisions every day. Some are straightforward, such as assigning a team member to a project. Others are far more complex, such as determining how to handle an under-performing product line. How can you boost the odds of making the best decisions for your organization? Treat decision-making as a process. This volume reveals key strategies for handling each step in the process. You'll find out how to:

- Generate a diverse set of alternative courses of action for the decision at hand
- Assess the feasibility, risks, and ethical implications of each alternative
- Select the best course of action
- Communicate your decision and carry it out

This book is meant to provide a glimpse into differing facets of organizational management that allows for continued success through refinement of skills promoting operational awareness in today's rapidly evolving world of business.

UX Design and Usability Mentor Book includes best practices and real-life examples in a broad range of topics like: UX design techniques Usability testing techniques such as eye-tracking User interface design guidelines Mobile UX design principles Prototyping Lean product development with agile vs. waterfall Use cases User profiling Personas Interaction design Information architecture Content writing Card sorting Mind-mapping Wireframes Automation tools Customer experience evaluation The book includes real-life experiences to help readers apply these best practices in their own organizations. UX Design and Usability Mentor Book is an extension of best-selling Business Analyst's Mentor Book. Thanks to the integrated business analysis and UX design methodology it presents, the book can be used as a guideline to create user interfaces that are both functional and usable.

Persuasive people generate real value for their companies by turning ideas into action. But persuasion isn't easy: It takes practice, patience, and psychological savvy. That's where this new volume comes in--by enabling you to:

- Build your credibility
- Adapt your pitch to your audience
- Win your listeners' minds and hearts
- Overcome resistance to your proposals
- Leverage the forces that move people to embrace new ideas

This book is for working film/TV professionals and students alike. If you're a line producer, production manager, production supervisor, assistant director or production coordinator--the book has everything you'll need (including all the forms, contracts, releases and checklists) to set up and run a production--from finding a production office to turning over delivery elements. Even if you know what you're doing, you will be thrilled to find everything you need in one place. If you're not already working in film production, but think you'd like to be, read the book -- and then decide. If you choose to pursue this career path, you'll know what to expect, you'll be prepared, and you'll be ten steps ahead of everyone else just starting out. New topics and information in the fourth edition include:

- * Low-budget independent films, including documentaries and shorts
- * Information specific to television production and commercials
- * The industry's commitment to go green and how to do it
- * Coverage of new travel and shipping regulations
- * Updated information on scheduling, budgeting, deal memos, music clearances, communications, digital production, and new forms throughout

Every day on the job, you face common challenges. And you need immediate solutions to those challenges. The Pocket Mentor Series can help. Each book in the series is packed with handy tools, self-tests, and real-life examples to help you identify your strengths and weaknesses and hone critical skills. Whether you're at your desk, in a meeting, or on the road, these portable, concise guides enable you to

tackle the daily demands of your work with speed, savvy, and effectiveness. The latest volume in the series: Executing Strategy That strategy you've defined for your group is brilliant--promising better market share, higher profits, or some other impressive business result. But your strategy won't deliver the expected outcomes if you and your group don't execute it that is, if you don't put it into action by implementing the right strategic initiatives. This volume helps you master the challenging art of strategy execution. You'll learn how to: -Craft action plans for the strategic initiatives required to meet your goals -Keep your action plans on course despite the inevitable setbacks and surprises -Cultivate employees' sense of ownership and accountability for your plans -Create a group culture in which everyone views strategy as their job

A budget is a financial action plan for an organization. This guide will teach you how to: - Forecast future business results, such as sales volume, revenues, and expenses - Reconcile those forecasts to organizational goals - Obtain organizational support for your proposed budget - Fine-tune your budget over time

Your career is not a one-time decision made early in life. Rather, you refine or redefine it as you grow professionally. This volume helps you: · Recognize when it's time for a change · Articulate the business activities that interest you most deeply · Assess your skills and values · Update your skills to remain competitive in the workforce · Spot and seize advantage of career-development opportunities

Managing up is a conscious approach to working with your supervisor toward mutually important goals. Through managing up, you build a better relationship with your boss and also deliver value to your company. This guide helps you cultivate a beneficial relationship with your manager; take advantage of expertise and resources to solve problems; and negotiate win-win solutions to challenges with your supervisor. Business Analyst's Mentor Book includes tips and best practices in a broad range of topics like: Business analysis techniques and tools Agile and waterfall methodologies Scope management Change request management Conflict management Use cases UML Requirements gathering and documentation User interface design Usability testing Software testing Automation tools Real-life examples are provided to help readers apply these best practices in their own IT organizations. The book also answers the most frequent questions of business analysts regarding software requirements management.

This powerfully intimate, plain-spoken memoir about fathers and sons, fortitude, and football from the face and voice of college football—Kirk Herbstreit—is not just “a window into the game, but also a peek into what makes him special: his heart” (David Shaw, head coach, Stanford University). Kirk Herbstreit is a reflection of the sport he loves, a reflection of his football-crazed home state of Ohio, where he was a high school star and Ohio State captain, and a reflection of another Ohio State football captain thirty-two years earlier: his dad Jim, who battled Alzheimer's disease until his death in 2016. In *Out of the Pocket*, Herbstreit does what his father did for him: takes you inside the locker rooms, to the practice fields, to the meeting rooms, to the stadiums. Herbstreit describes how a combination of hard work, perseverance, and a little luck landed him on the set of ESPN's iconic College GameDay show, surrounded by tens of thousands of fans who treat their Saturdays like a football Mardi Gras. He takes you into the television production meetings, on to the GameDay set, and into the broadcast booth. You'll live his life during a football season, see the things he sees, experience every chaotic twist and turn as the year unfolds. Not to mention the relationships he's established and the insights he's learned from the likes of coaches and players such as Nick Saban, Tim Tebow, Dabo Swinney, and Peyton Manning, as well as his colleagues, including Chris Fowler, Rece Davis, and his “second dad,” the beloved Coach Lee Corso. Yes, Kirk Herbstreit is the undeniable face and voice of college football—but he's also a survivor. He's the quiet kid who withstood the collapse of his parents' marriage. The boy who endured too many overbearing stepdads and stepmoms. The painfully shy student who always chose the last desk in the last row of the classroom. The young man who persevered through a frustrating Ohio State

playing career. The new college graduate who turned down a lucrative sales job after college to pursue a “no way you’ll make it” dream career in broadcasting. Inspiring and powerful, *Out of the Pocket* “proves the importance of perseverance and family” (Peyton Manning). How do you lead a team scattered across the globe? How do you keep members you can't see organized, communicative, and productive? In this book, you'll find valuable advice on forming virtual teams, assessing their communication and technology needs, and ensuring that they produce high-quality work. You'll learn how to:

- Understand the benefits and challenges of virtual teams
- Build a virtual community that promotes collaboration and ongoing communication
- Utilize technology to enhance your virtual team's focus, motivation, and output

Meet Your Mentors Jessica Lipnack and Jeffrey Stamps are CEO and Chief Scientist, respectively, of the Boston-based consulting firm NetAge and authors of many books and articles on networked organizations, including *Virtual Teams*."

Wondering how the most accomplished leaders from around the globe have tackled their toughest challenges? Now you can find out—with *Lessons Learned*. Concise and engaging, each volume in this new series offers 12-14 insightful essays by top leaders in industry, the public sector, and academia on the most pressing issues they've faced. The contributors share surprisingly personal anecdotes and offer authoritative and practical advice drawn from their years of hard-earned experience. The series launches with three volumes, each of which centers on a timely topic:

- Leading by Example
- Managing Your Career
- Managing Change

A crucial resource for today's busy executive, *Lessons Learned* gives you instant access to the wisdom and expertise of the world's most talented leaders. 50 *Lessons*' digital library holds more than 500 individual lessons from over 100 high-profile leaders from industry, the public sector, and academia from companies and institutions around the world.

Your hiring decisions can make or break your team. Hire the right employees, and your team's performance will soar. Bring the wrong ones on board, and you're likely to see productivity and morale plummet. How to hire right? Understand and master the many steps in the hiring process. This book helps you get started. You'll discover how to:

- Identify the skills and personal qualities needed in a new hire
- Recruit a diverse pool of qualified candidates
- Prepare for and effectively conduct a job interview
- Make a job offer correctly

Each year, millions of professionals enter the job market, but only a fortunate few ever make it to the top. How do they ascend, and what sets these leaders apart? In *Breaking Away From The Pack*, business leader Jon Rambeau reveals the art and science behind exceptional success. His proven approach is founded on effective use of career currency, that finite amount of time we are all afforded to invest in our careers. Founded on decades of experience coaching aspiring executives and building effective teams, *Breaking Away From The Pack* will provide the framework to accelerate your success. From evaluating your strengths and professional objectives, to taking purposeful action and applying valuable

career and leadership lessons, this book is the perfect resource for ambitious professionals at any level. The Naked CEO's guide to achieving your dream, starting now From suspended schoolboy to disruptive CEO, Alex Malley, TheNaked CEO, has led a life rich in successes and mistakes. Through it all he has learned a lot about what it takes to successfully build not only a big career, but also a big life. Gain insights from a successful CEO who's lived a big life. Be inspired by his unabashed real-life stories. Learn how to dream big and have the courage to pursue your passions and be willing to fail in that quest. Take the practical tips and apply them to your own career. Whether you're a student, jobseeker, professional, new to the workforce or just stuck in a rut, this book is your guide through the hurdles of the career journey to a big life. As a father of seven, Alex knows that this is the perfect book for parents or mentors looking to inspire the next generation. Career-readiness is a skill that people need. It can be learned the hard way, after years on the job and many potentially serious missteps, or it can be learned ahead of time by listening to those who have been there. The Naked CEO helps graduates, jobseekers, and professionals learn the lessons and limit their mistakes. Learn how to: Become a leader Successfully stand out and get noticed Harness the power of being yourself Network and create a profile Establish rapport with colleagues and turn around an under-performing team Get organised, spot opportunities, and learn how to say no Set priorities, build confidence, learn how to delegate, and more The Naked CEO is the truth you need to build a big life.

Discover the wonder of a life with God you can't contain. The pages of scripture are full of ordinary people who walked with God as he poured himself out through them to a world in need. What if God never changed? What if he is still speaking to us and longing to work miraculously through us? What if it isn't a matter of more training or effort but simply receiving and releasing everything he already purchased? "Life in the Overflow" invites you to know God intimately as your Daddy in a way that spills out of you naturally. Filled with disarming honesty and fervent expectation, this book mirrors a reflection of who you are, who your God is and what he actually longs to do through "ordinary, messy kids" today!

This book presents an evidence-based best practice approach to the design, development, and operation of formal mentoring programs within organizations. The book includes practical tools and resources that organizations can use, such as training exercises, sample employee development plans, and mentoring contracts. Case studies from organizations with successful mentoring programs help illustrate various principles and best practice strategies suggested in the book. A start-to-finish guide that can be used by management, employee development professionals, and formal mentoring program administrators is also included.

A pocket mentor for the early career academic learning to strategically navigate the demands of an academic role, this

book is a friendly and constructive companion providing hands-on advice about how to balance teaching responsibilities alongside other duties. More than just a 'how to', the text is a timely commentary on changes in higher education. Discussing contemporary developments and offering guidance on how to negotiate this evolving climate, the book uniquely captures the political, social, economic and cultural forces at play, taking into account the issues which influence and shape an academic's career trajectory. Organised around the three main tasks within a conventional academic post – teaching, research and administration – the book includes tips, pauses for thought, author reflections and sources for further reading, and provides insight to help the reader reflect on what they are doing, why, and where to go next in their career. Crucially, it shows that in order to survive and flourish, the early career academic needs to take a strategic view as to their function, purpose and contribution both inside and beyond the intellectual establishment. From establishing a research niche to getting stuck into administration *Survive and Thrive* empowers the early career academic, helping them to build their academic reputation both internally and externally and maintain a sense of personal fulfilment and accomplishment within an increasingly commercialised environment.

Shaping Your Career Expert Solutions to Everyday Challenges Harvard Business Review Press

Too big. Too fat. All his life Eric Sontag has judged himself on his size, believing love and friendship aren't in the cards for someone like him. Tired of being alone and scared of his doctor's warnings, he enrolls in a nutrition support group, determined to change his life. When a beautiful thin man sits next to him, he can't believe they have anything in common, but conversation between the two soon proves first impressions aren't always what they seem. Drifter. Loner. Corey DeSantis has always been the scrawny waif; he's tired of struggling with his art and with life. Scarred by the disappearance and death of his drug-addicted mother, he doesn't wish for love, believing it will bring him nothing but pain in the end. Now his only hunger in life is his desire to paint...until a health scare and his mentor force him to attend a nutrition class where he meets a man who piques his interest. One drunken kiss later, Eric is all Corey can think about. The same, yet different. An unlikely friendship is born with both men wanting more but afraid to listen to their well-guarded hearts. When Corey receives shocking news leaving him angry and helpless, it's Eric he leans on, to help see him through, while a surprising career opportunity finds Eric leaning on Corey for advice. One night of explosive passion leads to a second and soon neither man can imagine a life without the other. Life is shaped by the challenges accepted and roads not taken but as Corey and Eric walk the path together, they'll discover the most beautiful destination of all. Love.

Mentorship is a catalyst capable of unleashing one's potential for discovery, curiosity, and participation in STEMM and subsequently improving the training environment in which that STEMM potential is fostered. Mentoring relationships

provide developmental spaces in which students' STEMM skills are honed and pathways into STEMM fields can be discovered. Because mentorship can be so influential in shaping the future STEMM workforce, its occurrence should not be left to chance or idiosyncratic implementation. There is a gap between what we know about effective mentoring and how it is practiced in higher education. The Science of Effective Mentorship in STEMM studies mentoring programs and practices at the undergraduate and graduate levels. It explores the importance of mentorship, the science of mentoring relationships, mentorship of underrepresented students in STEMM, mentorship structures and behaviors, and institutional cultures that support mentorship. This report and its complementary interactive guide present insights on effective programs and practices that can be adopted and adapted by institutions, departments, and individual faculty members. The Pocket Mentor series offers immediate solutions to the challenges managers face on the job every day. Each book in the series is packed with handy tools, self-tests, and real-life examples to help you identify strengths and weaknesses and hone critical skills. Whether you're at your desk, in a meeting, or on the road, these portable guides enable you to tackle the daily demands of your work with greater speed, savvy, and effectiveness. One of your most sensitive duties as a manager is conducting performance appraisals. How do you objectively evaluate another person's performance? What guidelines are there for talking to your direct reports about both their strengths and their weaknesses? How can you address a weakness to help an employee develop into a stronger member of your team? This book teaches you how to prepare for, conduct, and follow up on performance evaluations in ways that link employee performance to your company's and group's goals. You'll learn how to:

- Document employee development right from the start
- Set the appropriate tone in a performance review
- Address a performance problem
- Follow up on next steps with your employee

Full of empowering wisdom from one of Silicon Valley's first female African American CEOs, this inspiring leadership book offers a blueprint for how to achieve your personal and professional goals. Shellye Archambeau recounts how she overcame the challenges she faced as a young black woman, wife, and mother, managing her personal and professional responsibilities while climbing the ranks at IBM and subsequently in her roles as CEO. Through the busts and booms of Silicon Valley in the early 2000s, this bold and inspiring book details the risks she took and the strategies she engaged to steer her family, her career, and her company MetricStream toward success. Through her journey, Shellye discovered that ambition alone is not enough to achieve success. Here, she shares the practical strategies, tools, and approaches readers can employ right now, including concrete steps to most effectively:

- Dismantle impostor syndrome
- Capitalize on the power of planning
- Take risks
- Developing financial literacy
- Build your network
- Establish your reputation
- Take charge of your career
- Integrate work, marriage, parenthood, and self-care

Each chapter lays out key takeaways and actions to

increase the odds of achieving your personal and professional goals. With relatable personal stories that ground her advice in the real world and a foreword by leading venture capitalist and New York Times bestselling author Ben Horowitz, *Unapologetically Ambitious* invites readers to move beyond the solely supportive roles others expect them to fill, to learn how to carefully tread the thin line between assertive and aggressive, and to give themselves permission to strive for the top. Make no apologies for the height of your ambitions. Shellye Archambeau will show you how. The author of *Getting from College to Career* reinvents the concept of management for a new generation, offering a fresh and relevant approach to career success that shows them how to make the next step: becoming a leader. We are in the midst of a leadership revolution, as power passes from Baby Boomers to Millennials. All grown up, the highly educated Generation Y is moving into executive positions in corporations and government, as well as running their own businesses, where they are beginning to have a profound impact that will last for decades. Written exclusively for Gen Y readers to address their unique needs, *Becoming the Boss* is a brisk, tech savvy success manual filled with real-world, actionable tips, from an expert they respect and relate to. Lindsey Pollak defines what leadership is and draws on original research, her own extensive experience, and interviews with newly minted Gen Y managers and entrepreneurs around the world to share the secrets of what makes them successful leaders—and shows young professionals how to use that knowledge to rise in their own careers. From learning to develop a style that appeals to your older colleagues, to discovering the key trends affecting your career, to mastering the classic rules of excellence that never go out of style, *Becoming the Boss* helps you identify your next professional move and shows you how to get there. This book has been written for the HR Practitioner and will provide readers with tools, guidelines, ideas, and strategies for developing their role within the Human Resources function. This text focuses on current issues and future trends in both the HR profession and the workplace. Organizations will continue to be forced to function in a lean and mean manner, HR professionals are now required to manage outsourcing functions and to move through multiple internal roles quickly. This book will act as a roadmap to help them plan and implement these roles quickly and efficiently, aligned to their organizations strategy.

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