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The Team-Building Tool Kit: Tips, Tactics, and Rules for Effective Workplace Teams

Deborah Harrington-Mackin, Deborah Mackin

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Workplace teams need to be effective just as professional sports teams do. This problem-solving reference lays down the guidelines for team leaders and members. It discusses how to: define the roles and responsibilities of team members; select team members and encourage positive behavior; facilitate participation at team meetings; deal with the fear of losing control; evaluate and reward teams; determine what kind of training to offer. The author uses bullet-points to make tips and rules easy to grasp, and end-of-chapter questions to illuminate key issues.

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