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Personal Effectiveness (CMI Diploma in Management Series)

Alexander Murdock, Carol N. Scutt

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Personal Effectiveness (CMI Diploma in Management Series) Alexander Murdock, Carol N. Scutt 'Personal Effectiveness' encourages managers to develop self-knowledge and apply this to their behaviour, both in relation to their own job performance and in the role of leading and managing others. Through reviewing progress within your area of managerial responsibility, you will improve your own opportunities and prospects as well as build the ability to identify the strengths and weaknesses of others. "Personal Effectiveness" inspires managers to continuously develop and upgrade their set of skills, knowledge and behaviours to be appropriate for effective leadership in the 21st century.

'Personal Effectiveness' introduces managers to the idea of effective performance and the underlying techniques and approaches required in terms of behaviour and skills to achieve effective performance. The authors follow the Personal Competency Model currently in favour and anticipate future developments within the model. The behaviours, or competencies, which underpin effective performance in modern management are addressed and those behaviours associated with the Personal Competency Model are explored and developed.

This third edition of Personal Effectiveness incorporates new self-assessment templates to enable the manager to identify personal strengths and weaknesses in each element of the relevant competency within the model, as appropriate to each chapter. The checklist of associated behaviours, the full Personal Competency Model and the various units of competence (performance) underpinned by the competencies (behaviour and skills) can now be found in the three associated appendices. A number of additional concepts and models, as well as some new scenarios, have been introduced throughout the text and the links to the Institute"s Module (where relevant) have now been identified at the beginning of the chapters.

The text is suitable for use on the Chartered Management Institutes Diploma Level course on Understanding Yourself and "Personal Development Planning". It is also suitable for NVQ national units of managerial competence and personal competency required to perform at management level 4.

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