



A pocket-full of management thinking



The MANAGEMENT POCKETBLOG 100 DAY CHALLENGE



For a new manager, or a new leader, or anyone wanting to give their professional development a boost, 100 days is a great timescale: 14 weeks.

Put it another way, it is one week to prepare, plus three months to take your management, leadership or professional practice to a new level.

If you have taken on a new role, you will have a lot to juggle, so your learning has to be in pocket-sized chunks. So the Management Pocketblog have devised a simple 100 Day Challenge. All you need to do is read one Management Pocketbook a week for three months. Each Pocketbook need only take you two hours to read. When you have read it, use the learning record sheets in this pack, to record what you have learned and, critically, to note down what you intend to do to consolidate that learning and make a difference

The Management Pocketblog 100 Day Challenge

Week 1: The first thing to do is to decide upon your curriculum. There are over 100 Management Pocketbooks to choose from, and you need to select 13. Look for a balance of general topics and specifics that relate closely to the nature of your work. Pick one or two that look quite basic to you to get you started and ensure you have two or three for the end of the process that you think will really stretch you.

There is a full list of the current titles on the next page.

You can download the full catalogue and order a print version here:

http://www.pocketbook.co.uk/request_catalogue.asp?

When you have made your selection, order your pocketbooks. You can either get them in eReader format from the Management Pocketbooks website, or order them as paperbacks from the website or your favourite bookseller.

Week 2: Read the first of your Pocketbooks and start to complete the Week 2 Professional Development Sheet. Enter the name of the Management Pocketbook at the top of the sheet, and complete the other boxes as you choose.

Weeks 3-14: Continue – just one book a week.

After 14 Weeks: 14 weeks is 98 days. That leaves you two days left to reflect on what you have achieved. Well done!

Will you choose to take the challenge?



Titles

Communications

Assertiveness	4
Body Language	5
Communicator's	6
Emotional Intelligence	9
Feedback	10
Handling Resistance	11
Impact & Presence	12
Influencing	13
Interviewer's	13
Meetings	17
Networking	19
NLP	19
Presentations	21
Storytelling	23
Tackling Difficult Conversations	24
Telephone Skills	25
Vocal Skills	28
Working Relationships	28
Workplace Politics	28
Writing Skills	28

Creativity

Creative Manager's	7
Nurturing Innovation	19
Problem Solving	21

Customer Care

Call Centre Customer Care	5
C.R.M.	7
Customer Service	8
Handling Complaints	11

Managing Customer Service	16
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Cultural Issues

Cross-cultural Business	7
Diversity	9

Finance

Balance Sheet	5
Improving Profitability	12
Managing Budgets	15
Managing Cashflow	15

General Management

Business Planning	5
Competencies	7
Decision-making	8
Delegation	8
Improving Efficiency	12
Leadership	14
Management Models	14
Manager's	15
Managing Change	16
Managing Upwards	17
Project Management	21
Starting In Management	23
Strategy	24
Time Management	26

Human Resources

360 Degree Feedback	4
Absence Management	4
Appraisals	4
Employment Law	9
Flexible Workplace	11

Induction	12
Managing Assessment Centres	15
Managing Recruitment	16
Psychometric Testing	22
Reward	22

Managing People

Coaching	6
Cognitive Behavioural Coaching	6
Developing People	8
Discipline & Grievance	9
Empowerment	10
Mentoring	18
Motivation	18
People Manager's	20
Performance Management	20
Problem Behaviour	21
Resolving Conflict	22
Talent Management	25
Teambuilding Activities	25
Teamworking	25
Virtual Teams	27

Sales & Marketing

International Trade	13
Key Account Manager's	14
Marketing	17
Negotiator's	18
Sales Excellence	22
Salesperson's	23
Telesales	26

Self-development

Career Transition	6
Energy & Well-being	10
Learner's	14
Managing Your Appraisal	17
Memory	18
Personal Success	20
Positive Mental Attitude	20
Self-managed Development	23
Stress	24
Succeeding at Interviews	24
Thinker's	26

Training

Facilitator's	10
Icebreakers	11
I.T. Trainer's	13
Managing Difficult Participants	16
Openers & Closers	19
Trainer's	26
Trainer's Blue Pocketfile of Ready-to-use Activities	29
Trainer's Green Pocketfile of Ready-to-use Activities	29
Trainer's Red Pocketfile of Ready-to-use Activities	29
Training Evaluation	27
Training Needs Analysis	27
Transfer of Learning	27

All pocketbooks are available in e-format. For details of our corporate e-licences and other e-products, please go to page 31.



The Management Pocketblog 100 Day Challenge

Week 1: My 13 Management Pocketbooks

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

I have placed my order

The Management Pocketblog 100 Day Challenge

Week 2: Name of the Pocketbook

The most valuable things I learnt from this Management Pocketbook

The one thing that I **will** do as a result of reading this Pocketbook

Other things I will consider doing as a result of reading this Pocketbook

The tangible results of reading this Pocketbook and taking actions

The Management Pocketblog 100 Day Challenge

Week 3: Name of the Pocketbook

The most valuable things I learnt from this Management Pocketbook

The one thing that I will do as a result of reading this Pocketbook

Other things I will consider doing as a result of reading this Pocketbook

The tangible results of reading this Pocketbook and taking actions

The Management Pocketblog 100 Day Challenge

Week 4: Name of the Pocketbook

The most valuable things I learnt from this Management Pocketbook

The one thing that I **will** do as a result of reading this Pocketbook

Other things I will consider doing as a result of reading this Pocketbook

The tangible results of reading this Pocketbook and taking actions

The Management Pocketblog 100 Day Challenge

Week 5: Name of the Pocketbook

The most valuable things I learnt from this Management Pocketbook

The one thing that I will do as a result of reading this Pocketbook

Other things I will consider doing as a result of reading this Pocketbook

The tangible results of reading this Pocketbook and taking actions

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Week 6: Name of the Pocketbook

The most valuable things I learnt from this Management Pocketbook

The one thing that I will do as a result of reading this Pocketbook

Other things I will consider doing as a result of reading this Pocketbook

The tangible results of reading this Pocketbook and taking actions

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Week 7: Name of the Pocketbook

The most valuable things I learnt from this Management Pocketbook

The one thing that I **will** do as a result of reading this Pocketbook

Other things I will consider doing as a result of reading this Pocketbook

The tangible results of reading this Pocketbook and taking actions

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Week 8: Name of the Pocketbook

The most valuable things I learnt from this Management Pocketbook

The one thing that I **will** do as a result of reading this Pocketbook

Other things I will consider doing as a result of reading this Pocketbook

The tangible results of reading this Pocketbook and taking actions

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Week 9: Name of the Pocketbook

The most valuable things I learnt from this Management Pocketbook

The one thing that I will do as a result of reading this Pocketbook

Other things I will consider doing as a result of reading this Pocketbook

The tangible results of reading this Pocketbook and taking actions

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Week 10: Name of the Pocketbook

The most valuable things I learnt from this Management Pocketbook

The one thing that I **will** do as a result of reading this Pocketbook

Other things I will consider doing as a result of reading this Pocketbook

The tangible results of reading this Pocketbook and taking actions

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Week 11: Name of the Pocketbook

The most valuable things I learnt from this Management Pocketbook	The one thing that I <u>will</u> do as a result of reading this Pocketbook
	Other things I will consider doing as a result of reading this Pocketbook
	The tangible results of reading this Pocketbook and taking actions

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Week 12: Name of the Pocketbook

The most valuable things I learnt from this Management Pocketbook

The one thing that I will do as a result of reading this Pocketbook

Other things I will consider doing as a result of reading this Pocketbook

The tangible results of reading this Pocketbook and taking actions

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Week 13: Name of the Pocketbook

The most valuable things I learnt from this Management Pocketbook

The one thing that I **will** do as a result of reading this Pocketbook

Other things I will consider doing as a result of reading this Pocketbook

The tangible results of reading this Pocketbook and taking actions

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Week 14: Name of the Pocketbook

The most valuable things I learnt from this Management Pocketbook

The one thing that I will do as a result of reading this Pocketbook

Other things I will consider doing as a result of reading this Pocketbook

The tangible results of reading this Pocketbook and taking actions

The Management Pocketblog 100 Day Challenge

It's Over

Now it is all over, take a little time to reflect on what you have achieved.

Well Done.

The most valuable things I learnt from the 100 Day Challenge



The most valuable things I achieved from the 100 Day Challenge