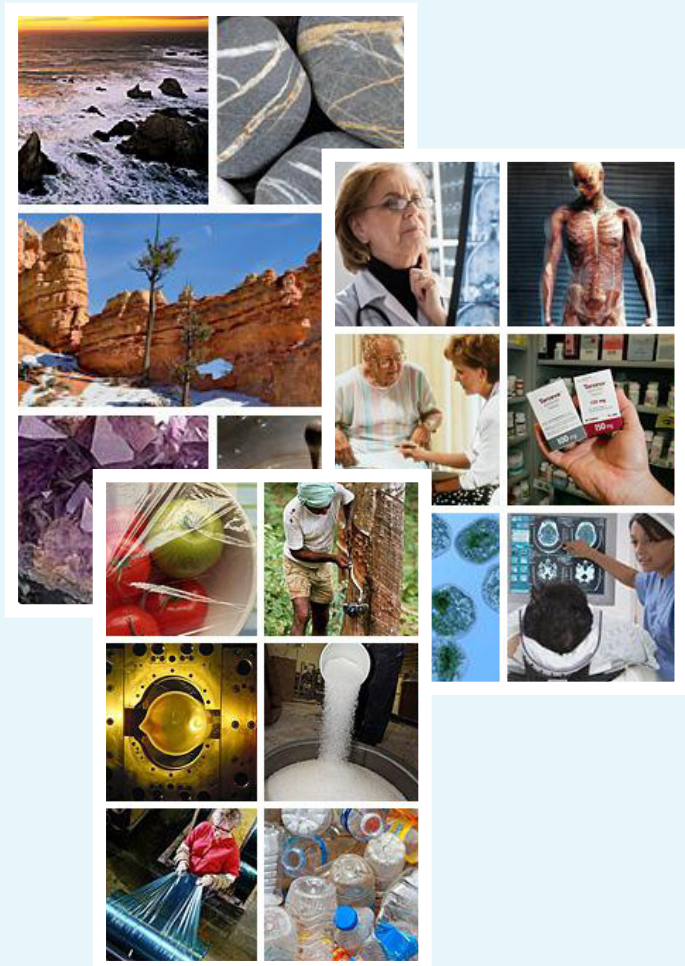




LIBRARY - BULLETIN

New Resources



ProQuest GeoRef

Established by the American Geological Institute (AGI), GeoRef is a geosciences database with worldwide coverage. The database contains over 3 million references to geoscience journal articles, books, maps, conference papers, reports and theses.

ProQuest Lancet Titles

Lancet Titles covers all the titles produced by the publishers of one of the world's leading medical journals, The Lancet.

Polymer Library

It is dedicated exclusively to rubbers, plastics, adhesives, and polymeric composites.

LEADERSHIP: WHAT'S TRUST GOT TO DO WITH IT?

HD57.7 .L4228 DVD

領袖風範：一切由信任開始

Trust is the foundation of leadership. Yet trust in the contemporary work place is a vanishing characteristic. Precisely when organizations need employee involvement, trust levels are low and people are disengaged. Team leaders and middle managers are caught in the middle of this trust crisis.

What can leaders do to regain trust? This video tells the story of a team leader who regains the active participation of his team, using three essential trust building behaviors: openness, credibility and trusting others.

信任是維繫上司與下屬之間的基本要素，但是今日的工作環境令人與人之間的關係愈拉愈遠。本節目介紹互相信任的重要性。備有粵語及國語配音。

19 mins.
English/Cantonese/Mandarin



WOULD I WORK FOR ME?

HF5549.15 .W68 DVD

英明的領導

This essential program demonstrates a supervisor's behavior in realistic situations – first as a newly appointed supervisor, and then as a more experienced manager who has learned from his mistakes. Viewers will learn eight effective management skills that improve motivation, productivity and the bottom line – this is essential training for all managers and supervisors.

The effective management practices included:

- Share information
- Get people involved
- Listen to people's concerns
- Take action to show you care
- Tell people what they're doing right
- Focus on solutions, not problems
- Deal with mistakes in private
- Use mistakes to help people.



員工在工作上取得成功，最大的動力莫過於一位英明領導的上司。主管的行為會直接影響團隊的表現。本節目介紹八種基本有效的管理技巧，幫助主管改善團隊的表現，推動員工提高生產力。備有粵語及國語配音。

20 mins.
English/Cantonese/Mandarin