

February 2009

VIENNA, VA ... Management Concepts proudly announces the publication of *Anytime Coaching: Unleashing Employee Performance*, by Teresa Wedding Kloster and Wendy Sherwin Swire.

Anytime Coaching is a hands-on guide to putting coaching skills to use. Real-life stories, practical tips and techniques, and the authors' model equips managers (from first-time supervisors to senior executives) with tools they can use to immediately transform the way they work with employees and colleagues—unleashing their best thinking and developing their overall competence.

Adopting the *Anytime Coaching* approach will enable you to:

- Understand the importance of both self-awareness and organizational awareness
- View your employees and the work you do in fresh and positive ways
- Become an extreme listener and ask insightful questions of your employees
- Know how to respond once you have observed, inquired, and listened
- Recognize how to share feedback and to realign when coaching conversations get off track

Whether you lead a temporary, cross-functional team on a short-term project or formally manage large groups of people on a daily basis, *Anytime Coaching* will help you improve performance and achieve results.

Teresa Wedding Kloster is an executive coach and consultant in leadership development. Her company, T.W. Kloster & Associates, provides executive coaching services and delivers workshops on leadership, management, and coaching skills; emotional intelligence; critical thinking; and performance management.

Wendy Sherwin Swire is principal of Swire Solutions, a consulting firm that improves workplace performance through executive coaching, consulting, training, and conflict resolution services. Ms. Swire is an adjunct professor at the Johns Hopkins Carey Graduate School of Business. She is also a certified executive coach.

This book is available from your local bookstore or directly from Management Concepts at www.managementconcepts.com.

Management Concepts, Inc., is an integrated training, consulting, and publishing company dedicated to the mind at work—from entry level to executive leaders.

Anytime Coaching, 2009, 186 pages, softcover with CD, published by Management Concepts, Vienna, VA, 978-1-56726-237-7 \$29.