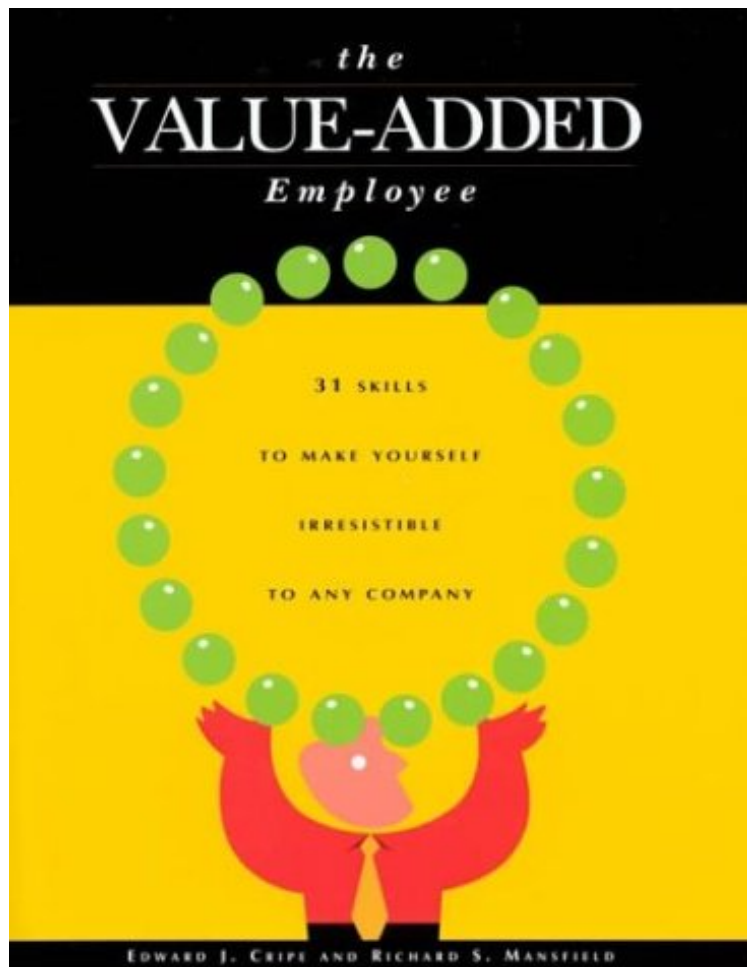


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The Value-Added Employee: 31 Skills to Make Yourself Irresistible to Any Company

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book provides the reader with an understanding of "competencies" and job competency models, concepts that have become popular in recent years with many corporations. Thirty-one competencies are featured, organized into three clear groupings: competencies that are related to working with people, business-related competencies and self-management competencies. As a manager, I particularly appreciated the suggestions on how I can help develop or strengthen the competency for those I coach. This is a practical book, more like a workbook than a traditional book. HR departments will also find it helpful. 6 of 7 people found the following review helpful. "Great job" By Phil Jones This is an outstanding book. It helped me analyze my strengths and the areas I need to work on to get ahead. Most self-help books are too academic or "motivational". This book seems to reflect what real live corporations are looking for. The writers apparently are not egghead psychologists, but are common sense business people who have successfully implemented competency development systems in major companies. The simple, practical tools for self assessment and career planning included in the book are great. I'm surprised that more organizations haven't adopted this approach. Other non-management employees like myself who are trying to better ourselves would certainly appreciate it.

It's hard to tell if today's competitive job market is more unsettling for employees seeking job security or companies trying to retain loyal workers. The Value-Added Employee provides fresh insights on what makes employees valuable to the organization and how companies can keep productive employees on the job. Employees will understand how to increase their personal marketability by developing specific skills, knowledge, and attitudes. And managers and coaches will find the tools and resources to make employees more valuable to the organization. Even policymakers and human resource professionals can drive change and business improvement through the application of competency modeling processes. The Value-Added Employee is a step-by-step plan for targeting the competencies an employee wants to develop and employers most desire. It discusses 31 core competencies, including interpersonal competencies, business competencies, and self-management competencies. Designed as a handbook, The Value-Added Employee is a toolkit of ideas and a workbook to be written in and referred to on a regular basis. Through its use, employees and their companies will discover a firm foundation for meeting future goals.

"I surprising have found that 'The Value-Added Employee' book has many roles in our organization. First, we use the three competency areas (people, business and self-management) to structure our managers' and employees' professional development. The model and the competencies give the managers and employees a common language to formulate development plans. Second, we give managers a copy of the book to help themselves and their employees understand all the aspects of work competencies and professional development. They both learn together and have a quick reference guide. Then, we also use the book as a 'bible' when we are conducting career planning sessions with employees. In addition, I feel the book can be used as individual self-help guide to career planning. This is definitely one of my favorite tools I use in my organization development role here at Rexall Sundown." - Carlin Murray, Manager, Corporate Learning Development, Rexall Sundown, Inc., Boca Raton, FL From the Publisher It's hard to tell if today's competitive job market is more unsettling for employees seeking job security or companies trying to retain loyal workers. The Value-Added Employee provides fresh insights on what makes employees valuable to the organization and how companies can keep productive employees on the job. Employees will understand how to increase their personal marketability by developing specific skills, knowledge, and attitudes. And managers and coaches will find the tools and resources to make employees more valuable to the organization. Even policymakers and human resource professionals can drive change and business improvement through the application of competency modeling processes. The Value-Added Employee is a step-by-step plan for targeting the competencies an employee wants to develop and employers most desire. It discusses 31 core competencies, including interpersonal competencies, business competencies, and self-management competencies. Designed as a handbook, The Value-Added Employee is a toolkit of ideas and a workbook to be written in and referred to on a regular basis. Through its use, employees and their companies will discover a firm foundation for meeting future goals. About the Author Edward Cripe is president of Merit Performance, Inc., based in Fort Lauderdale, Florida. He has 30 years of experience in organization development, training, competency systems, performance management, and management consulting with companies such as ConAgra, American National Can, CIGNA, Ashland Oil, Cable and Wireless, and The Limited. He is co-developer of the REACH (TM) Coaching Performance Excellence Training program and author of articles that have appeared in Training and Development Journal, HR Professional, Corporate University, and others.