# E-BOOK USER MANUAL Downloading/Borrowing E-books















**İKU** LIBRARY



## **BORROWING E-BOOKS**



New Search Publicatio	ons Li	ibrary University I	Home Page User Guides	YouTube - EBSCO Türk	iye			Sign In 🛛 🛁 I	Folder F	Preferences	Language - Help E	xit
	Search	ching: İstanbul Kültür University All Resources										ity
	Keyw	vord 👻	Enter any words		Search	?						
	Basic S	Search Advanced S	Search Search History			-						
Refine Results		Search Resu	ults: 1 - 30 of 1,962			Re	elevance 🕶	Page Options	- 🕞 SI	hare 👻	Other Resources 👻	*
Current Search	~											
Boolean/Phrase:		1. Armstro Skills for	ong's Handbook of <b>N</b> Better <b>Leadership</b> a	lanagement and I and Management	Leadership for H	R : Developin	ng Effectiv	ve People	Q		Beck Online     Cumhuriyet Arşivi     Kazancı Hukuk	
management and		88.80 m	By: Armstrong, Michael, Editi	on: Fourth edition. Philadel	phia, PA: Kogan Page, 20	016. eBook., Databa	ise: eBook Ac	ademic Collect	tion (EBSC)	Ohost)	<ul> <li>Nomos Online</li> <li>SOBÍAD</li> </ul>	
Expanders		MEMOTIVO NAVA MANAGEMENT	To make an effective contribu	tion, HR specialists have to	be good at managemen	t, leadership and de	eveloping bot	th themselves a	and others.	They	Westlaw International	
Apply equivalent	×	HOR HAR	also need to be aware of the	management and busines	S CO							
subjects		aDaak	Subjects: BUSINESS & ECO ECONOMICS / Managemen	DNOMICS / Leadership; B t: LeadershipHandbooks	USINESS & ECONOMICS . manuals. etc: Managem	3 / Human Resource entHandbooks, ma	es & Personne anuals, etc	el Managemen	t; BUSINES	SS &		
Available in Library	×	eBook					Clic	k this lir	nk to	horrow	1	
Collection			Full Text (EBSCO eBo	ooks) 🖉 EPUB Full T	Fext 📩 Full Downloa							
eBooks	x		Table of Contents Mo	ost Relevant Pages From T	his eBook		the	DOOK.				
00000	_											
Limit To	v	2. Leader	rship and Managem	ent in Nursing Tes	st Success : An U	nfolding Case	e Study R	Review	Ş			
<ul> <li>Available in Library Collection</li> </ul>		LEADERSHIP & MANAGEMENT IN	By: Wittmann-Price, Ruth A.; Database: eBook Academic (	Cornelius, Frances H. Seri Collection (EBSCOhost)	es: Nursing Test Success.	. New York : Springe	er Publishing (	Company. 2013	3. eBook.,			
Peer Reviewed		TEST DALEESS	'This will be very helpful to st cover a wide range of topics.	udents studying leadership This review is a wort	) and management for th	e NCLEX. The quest	tions are perti	inent and well v	written, and	they		
DergiPark		Pook	Subjects: MEDICAL / Nursin	a / Test Prenaration & Revi	ew: MEDICAL / Nursing /	Management & Lea	adershin: Le:	adershinProb	nlems exer	rises		





## **IMPORTANT:**

You need an account to borrow an e-book.

If you have an account, please log in. If you don't, create an account using your personal information.



<b>EBSCO</b> host	
<b>EBSCO</b> host	
Sign in	
G Sign in with Goog	le
Or	
Username	
Password	Show
Formative and a second of the	
Forgot your password?	
Sign in	
Sign in Don't have an account? Create one	e now
Sign in Don't have an account? Create one	e now

ersity A anagen	<b>Download eBook (Borrow)</b> To borrow this eBook, you will need to select a download duration and choose a format (if applicable).		
n Sean	Armstrong's Handbook of Management and Le By: Armstrong, Michael 2016	e Options 🕶 🗌	
Har	eBook Download Details Borrow for: 30 • day(s)		n you will good to download and install Adaba
istroi on (E	Download format • PDF (Recommended for desktop)	Digital Edi	tions in your computer if you don't have it already.
an ves	<ul> <li>EPUB (Recommended for mobile devices)</li> <li>I have Adobe Digital Editions of equivalent installed.*</li> </ul>	borrow in	your computer and needs to be installed just for
ts: E emei	Visit the eBook download help page for more information on downloading and reading eBooks.		
idbooks,	Cancel Full Download		
ull Tex Table of C	Contents Most Relevant Pages From This eBook		

**İKU** LIBRARY







After installing Adobe Digital Editions, go back to the page where e-book results are displayed based on your search and click the 'Full Download' link. Double click on the .acsm file downloaded to your computer.



Adobe Digital Editions		– 0 ×
Bookshelves	Bookshelves - All Items (0)	Sort by Title 🔻 📰
All Items		
Not Read		
Borrowed		
Purchased		
Recently Read		
Recently Added		
_	Digital Editions	
	Fulfilling Armstrong's Handbook of Management an	
	Downloading Content	
	Cancer	
	The .acsm file downloaded will automatically	
	upload the book you want to borrow into Adobe	
	Digital Editions.	
	BRAR	
	× C	

İKU LIBRARY

Adobe Digital Editions - Armstrong's Handbook of Management and Leadership for HR

File Edit Reading Help

▲Library



Now, you can read the book you borrow on your computer during the allowed time and take notes on the book as you wish. If you want, you can re-borrow the book when the allowed time is up. You can borrow an e-book as many times as you want.

Ū,

X

< >

A (1/473)



# **DOWNLOADING E-BOOKS**

	New Search Publicat	tions	Library Un	niversity Ho	me Page	User Guides	YouTube - EBSCO	Türkiye			Sign In	🚄 Folder	Preferences	Language -	Help	Exit
	T.C. İSTANBUL KÜLTÜR ÜNİVERSİTESİ	Sea Ke	erching: İstanbu	ıl Kültür Un	iversity All Enter any v	Resources vords		×	Search	•				İstanbul Ki	ültür Univ	ersity
		Bas	ic Search Adv	anced Sea	rch Search	History <b>•</b>										
<	Refine Results		Sear	ch Results:	1 - 30 of 1,9	962				Relevance	<ul> <li>Page O</li> </ul>	ptions 🗸 🔳	• Share 🗸	Other Re	sources	•
	Current Search Boolean/Phrase:	v	1. A Skil	rmstron	ig's Hand	lbook of N	lanagement ar	nd Leade	<b>rship</b> for HI	R : Developing Effe	ctive Pe	ople		<ul> <li>Beck Onl</li> <li>Cumhuriy</li> <li>Kazanci I</li> </ul>	ine vet Arşivi Hukuk	
	management and leadership Expanders Apply equivalent subjects Limiters			B B B B B B B B B B B B B B B B B B B	y: Armstrong o make an ef lso need to b ubjects: BU	, Michael. Editi fective contribu e aware of the SINESS & EC( / Managemen	on: Fourth edition. Phi ution, HR specialists ha management and bus DNOMICS / Leadershi t; Leadership-Handb	ladelphia, PA : ave to be good siness co ip; BUSINESS ooks, manuals	: Kogan Page. 20 d at management S & ECONOMICS s. etc; <b>Manageme</b>	16. eBook., Database: eBoo t, leadership and developing / Human Resources & Pers ent-Handbooks, manuals, e	k Academic ( ) both themse onnel Manag tc	Collection (EB elves and othe ement; BUSI	SCOhost) ers. They NESS &	<ul> <li>Nomos C</li> <li>SOBÍAD</li> <li>Westlaw</li> </ul>	Internation	al
	Available in Library Collection <b>Doküman Türleri</b> eBooks	×	61	Buck	Full Text (	EBSCO eBo	ooks) 📀 EPUB F ost Relevant Pages Fro Click t	Full Text 🛃	Full Download k k to down	nload the boo	k.					
	Limit To	v	2. 🕻	eaders	hip and I	Managem	ent in Nursing	Test Succ	cess : An Ur	nfolding Case Stud	y Review	1				
	<ul> <li>Available in Library Collection</li> <li>Peer Reviewed</li> <li>DergiPark</li> </ul>			ADERSTIP A ADERNENT IN D STANDARD I STANDARD I STANDARD I STANDARD I COL	y: Wittmann- Database: eB This will be ve over a wide r	Price, Ruth A.; ook Academic ( ery helpful to st ange of topics.	Cornelius, Frances H. Collection (EBSCOhos udents studying leader This review is a wort	Series: Nursir it) rship and mar Review: MED	ng Test Success. nagement for the	New York : Springer Publish NCLEX. The questions are	ing Company pertinent and	2013. eBook	c., and they			









#### C O Dosya C:/Users/y.balci/Downloads/ebscohost%20(1).pdf

### 🖈 🗉 🚱 🚾 义 🛛 😁 🗄

#### KÜLTÜR ÜNIVERSITESI

AN: 1406071 ; Armstrong, Michael.; Armstrong's Handbook of Management and Leadership for HR : Developing Effective People Skills for Better Leadership and Management Account: s5467557

and learn from them directly – an essential ingredient for creating a more collaborative and distributed style of leadership through which employees feel their opinions and voice are both heard and valued.

Leadership 19

#### The reality of leadership

The reality of leadership is that many first line managers and supervisors are appointed or promoted to their posts with some idea, possibly, of what their managerial or supervisory duties are, but with no appreciation of the leadership skills they need. They see their role as being to tell people what to do and then see that they do it. They may tend to adopt a transactional approach, focusing on getting the job done and neglecting everything else. They may not be charismatic, visionary or transformational leaders because even if they have the latent qualities required, their situation does not seem to require or encourage any of these approaches.

However, the better ones will rely on their know-how (authority goes to the person who knows), their quiet confidence and their cool, analytical approach to dealing with problems. Any newly appointed leader or individual who is progressing to a higher level of leadership will benefit from a leadership development programme that will help them to understand and apply the skills they need.

#### **CASE STUDY:** John Lewis Partnership

The John Lewis Partnership approach to leadership emphasizes the need for their leaders to learn from their staff: As one senior manager said: 'I'm always very curious about what's on their minds so I think it's fascinating to see the diversity of



Open the first PDF file downloaded and go to the last page to check the page number. Please note that the first page of the next PDF file to be downloaded should be the next page after the last page of the first PDF file.



Please forward any question or request to <u>kutuphane@iku.edu.tr</u>. Our librarians will continue to help you online where necessary.



Web Page

https://kutuphane.iku.edu.tr

Email

kutuphane@iku.edu.tr



