

Focus On *Good Practice*



This short guide is intended to help you navigate the *GoodPractice Management Guides* database. It will enable you to search for and retrieve articles and other information contained within the database. The Management Guides database is a very useful resource for trainers, human resource personnel and organisational development professionals.

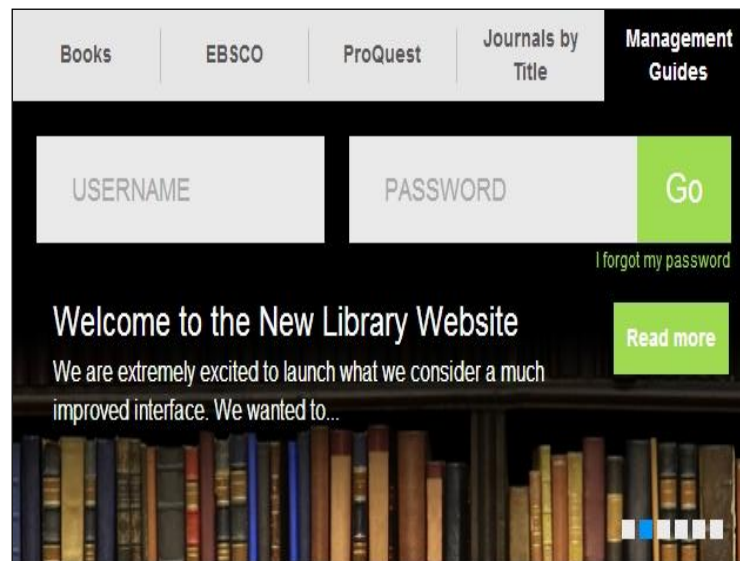
The database contains models, strategies and training techniques relating to several key workplace topics. These topics include:

- leadership & strategy
- managing people
- human resources
- personal skills
- learning & development

[Accessing the database](#)

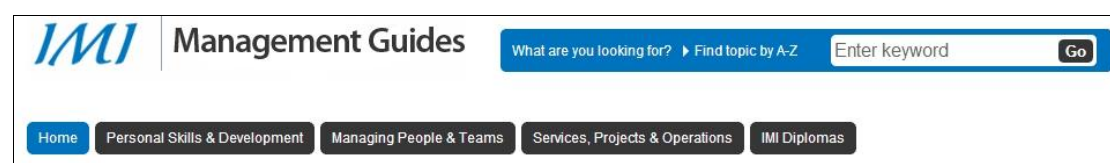
On the main library page, there is a tabbed search box as shown in the image. Select [Management Guides] and enter your unique username and password. These will be assigned upon beginning your course.

Once you have signed in, you can enter a search term and click go. This will bring you to the results page of the Management Guides database.



[Navigation](#)

GoodPractice has a list of tabs to enable the user navigate easily through the various searching options available.



It is important to note that these buttons will always remain visible regardless of what page you happen to be on.

Search Options

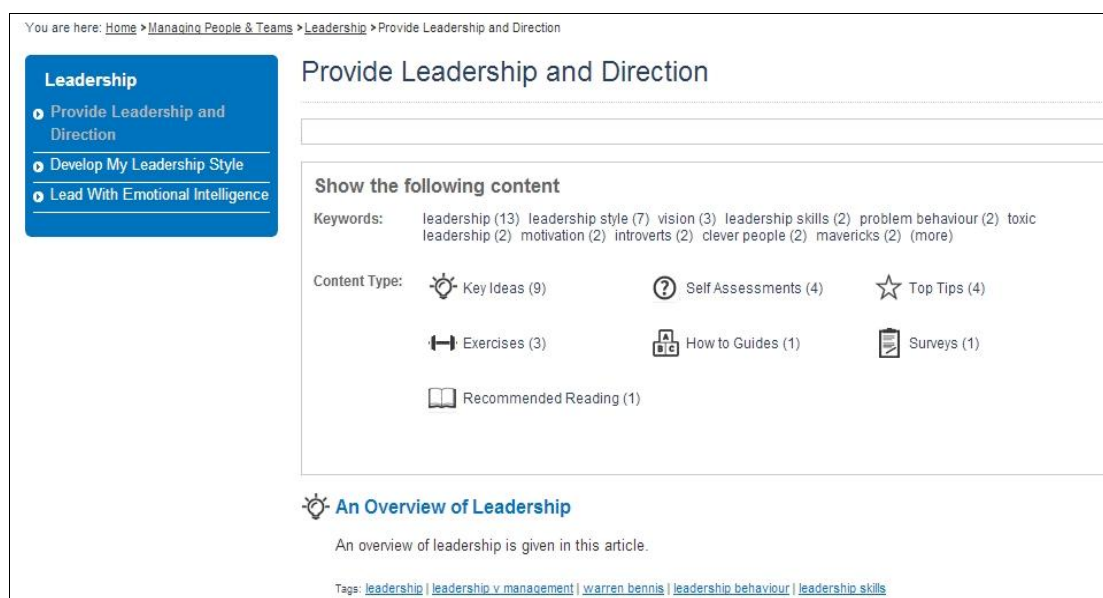
Goodpractice contains a very simple search system. Clicking on any of the tabs creates a drop down menu to choose from.



Alternatively, you can conduct a **keyword search**. You will find this option in the top right hand corner of the screen. Another useful method of searching is to select the **Find topic by A-Z**. Selecting this option will give you a complete listing of all areas covered by *GoodPractice*.

Viewing your results

Using the **Managing People and Teams** section as an example, on the left side of the results page you are given the option of selecting several different focus areas related to your chosen topic. Each focus area provides useful keywords that you can select. If you select leadership, the following will appear:



Also of great benefit is the option to select **content type**. This content includes key ideas, self-assessments and much more. This is a great way to find information quickly. All content can be downloaded as either a word or PDF document.

If you need any help using the *GoodPractice* database, please don't hesitate to contact the Information Desk in the library. You can call to the desk in person, or contact us by phone (01-2078513) or e-mail **knowledge@imi.ie**