

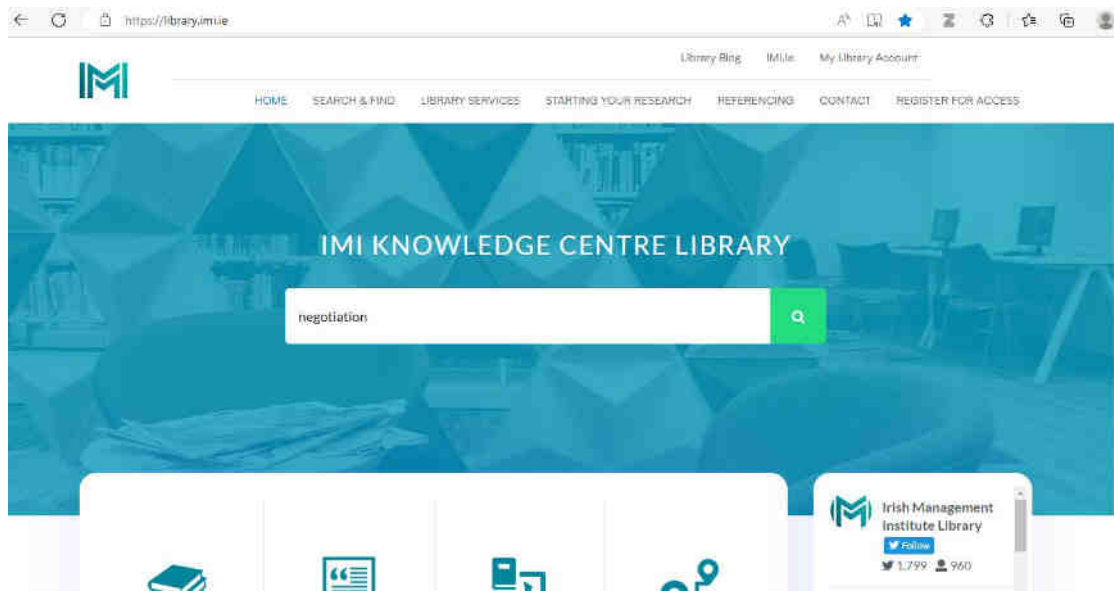


Catalogue Search Guide

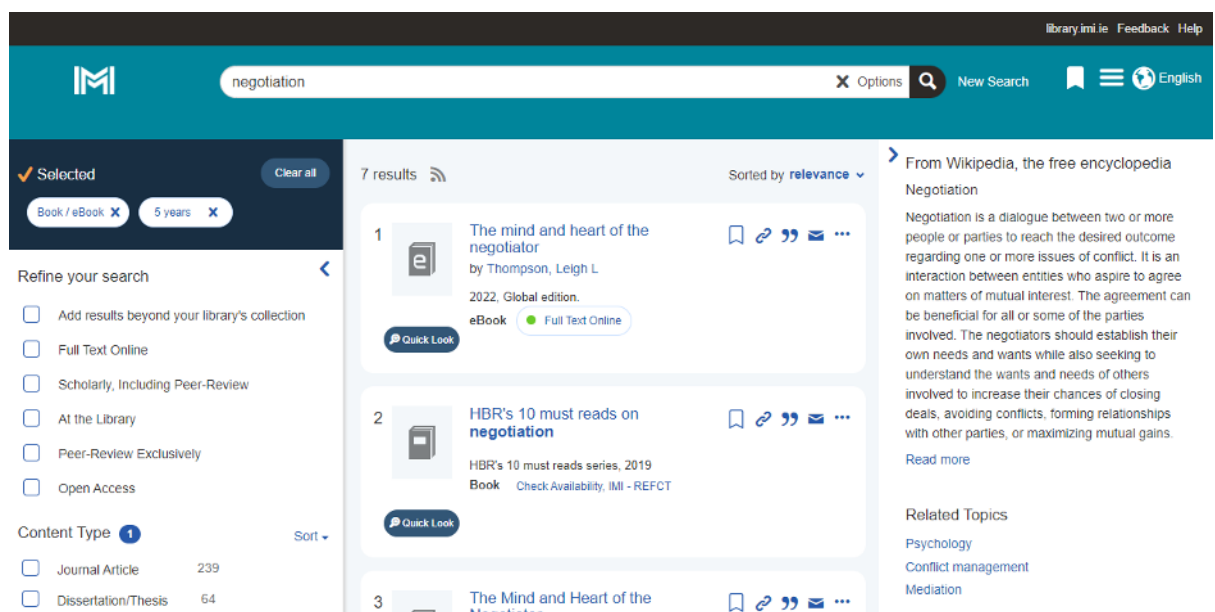
This is a guide to assist IMI Members with searching the catalogues. If you require further help please contact knowledge@imi.ie.

Part 1 : Searching for Books / eBooks

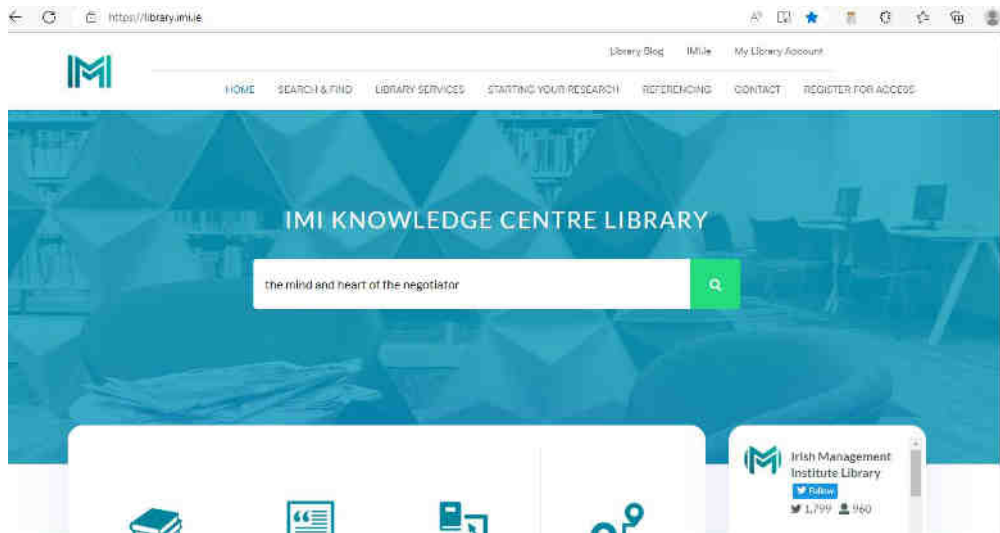
1. If you don't know the exact title you can enter a broad search term into the main search box on the library homepage and press return or select the search icon.



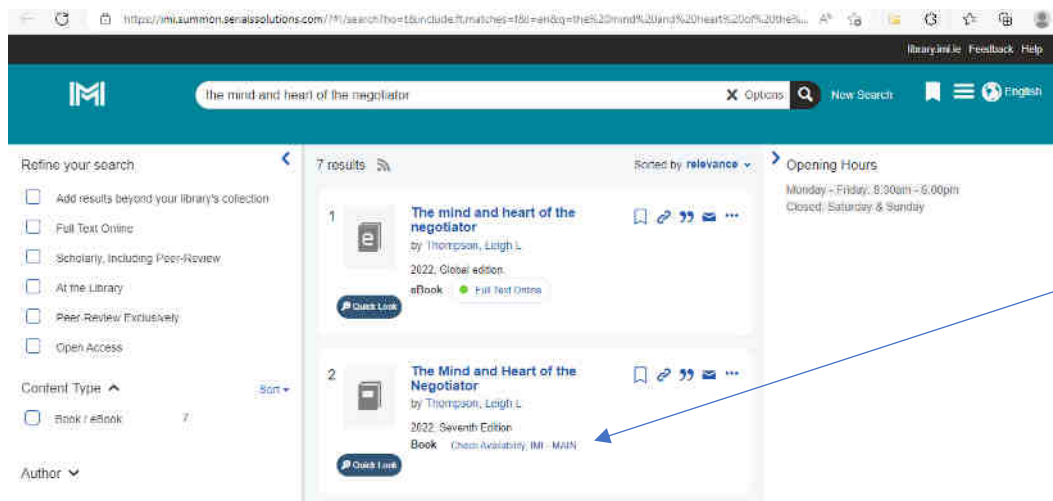
2. Refine the search by Content type (Book/eBook) and Publication Date (5 years). This will reduce the number of results found.



- To search for a specific book enter the title or author into the main search box on the library homepage and press return or select the search icon.



- You can access the print copy by selecting 'Check Availability'.



- The Call Number will display and the availability. Select 'Place Hold' to request the book.

Advanced search

Home Details for: The Mind and Heart of the Negotiator

Normal view MARC view ISBD view

The Mind and Heart of the Negotiator Leigh L Thompson Book

By: [Thompson, Leigh L](#)

Material type: Text.
 Publisher: UK Pearson Education 2022.
 Edition: Seventh Edition.
 Description: Book.
 Content type: text Media type: unmediated Carrier type: volume

ISBN: 9781292399461.

Holdings (2) Comments (0)

Item type	Current location	Call number	Copy number	Status	Date due	Item holds
Book	IMI Main Collection	316.776 THO (Browse shelf)	1	Available		
Book	IMI Main Collection	316.776 THO (Browse shelf)	2	Available		

Browse results
 Previous Back to results Next
 Place hold
 Print
 Save record
 More searches

- Login to your account with the IMI Knowledge Centre login and select 'Confirm Hold'.

IMI Lists Welcome, Rachel Bowtell Search history [x] Log out

Search Library catalog Go

Advanced search

Home Placing a hold

Confirm holds for: Rachel Bowtell (1046655rb)

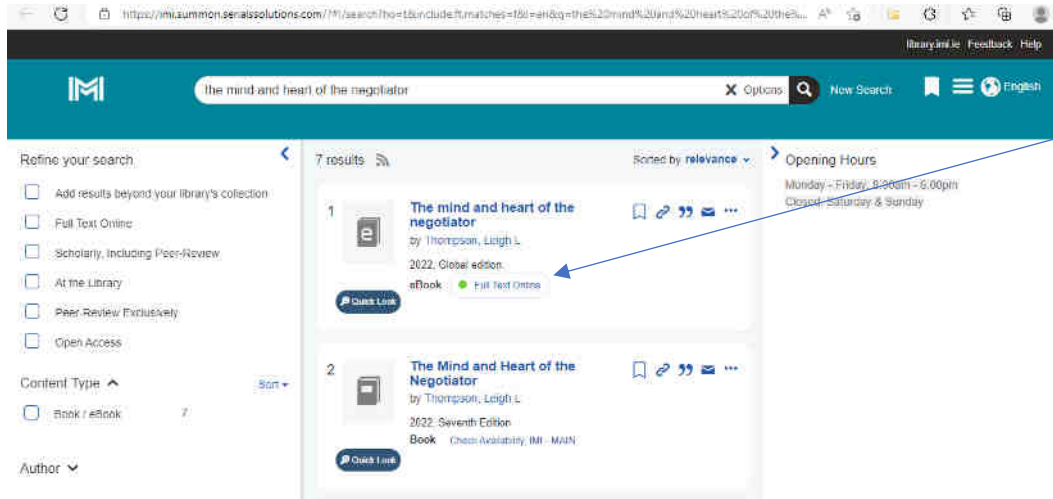
Place a hold on [The Mind and Heart of the Negotiator](#), by Thompson, Leigh L.
 Your priority: ↑

Show more options

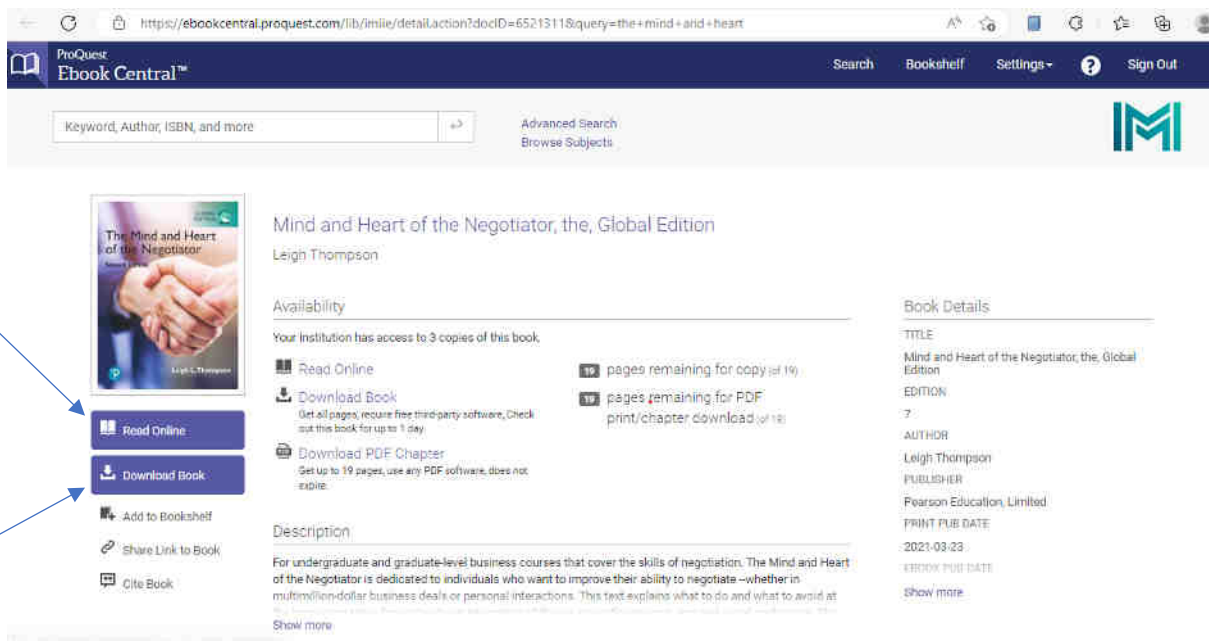
Confirm hold

- Once the book is available you will receive an email notification to either collect the book at the Knowledge Centre or request the item by post.

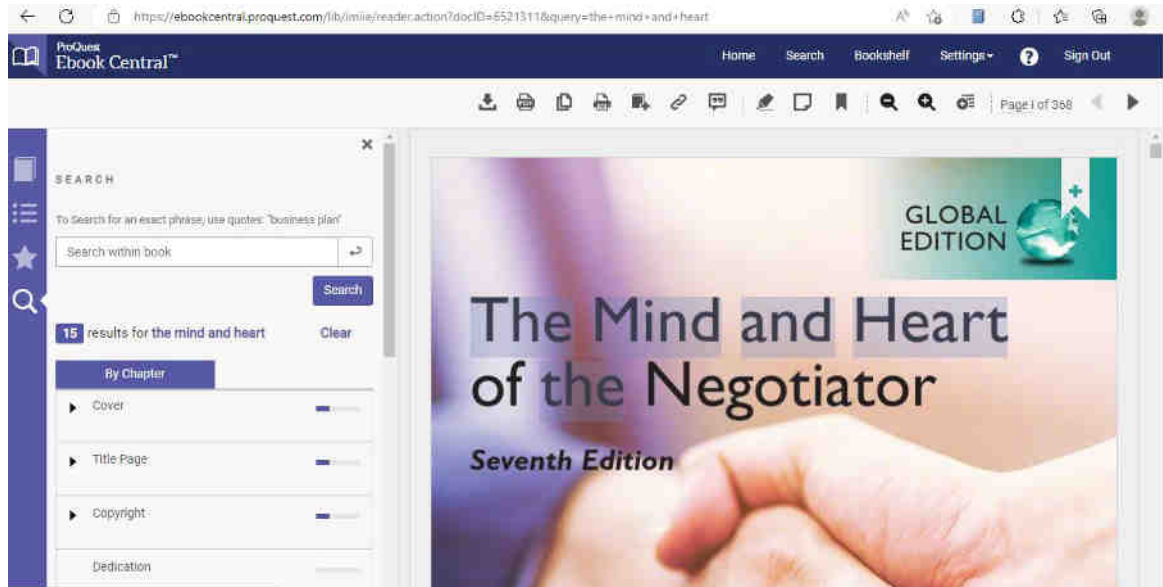
8. To access the eBook instead select the 'Full Text Online eBook link' and login with your IMI login details.



9. The eBook platform will display showing Book Details. (This may look different depending on the eBook provider.) Select 'Read Online' or 'Download Book'.



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1. What device are you using?



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(iPad, iPhone, iPod)



Android
(Phone, Tablet)



Other

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I'm using a public computer

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13. Select the Download Your Book icon.

3.Download

Mind and Heart of the Negotiator, the, Global Edition



Author: Leigh Thompson

Length:369 pages

File Size: 13788K (13.5MB)

LOAN LENGTH: 1 day

DOWNLOAD FORMAT: PDF

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14. Authorise Adobe Digital Editions on your laptop. (For the eBook to be available on multiple devices create an Adobe ID. Otherwise select “I want to authorize my computer without an ID”) and Next.

Computer Authorization

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Adobe ID:

Password: [I forgot my password](#)

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15. Select the “Authorize” Button

Computer Authorization

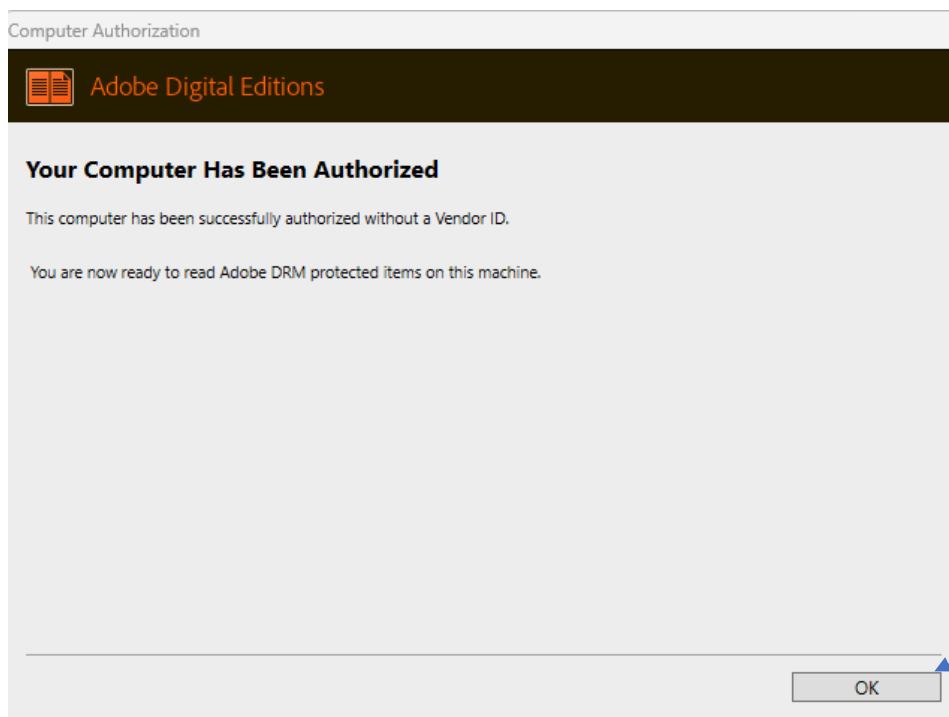
Adobe Digital Editions

Authorize Your Computer without a Vendor ID

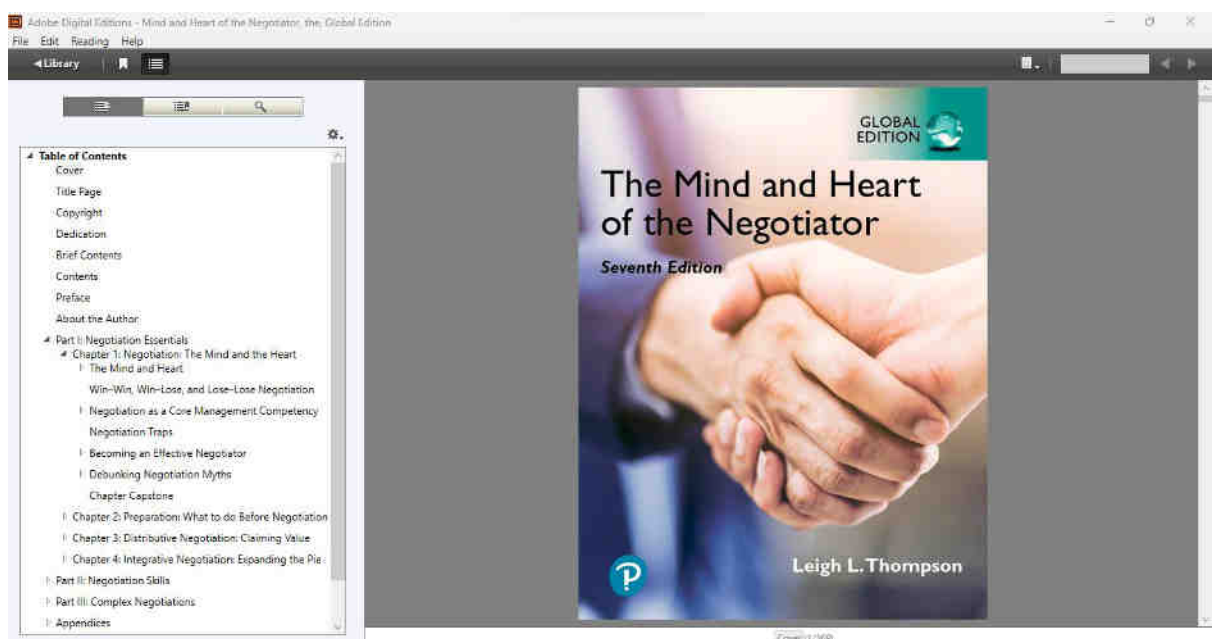
If you authorize your computer without a Vendor ID, Adobe DRM protected items that you already have or download later **will be only readable on this particular computer**. These items will not be readable on other computers or devices, and won't be able to be restored from backup if you ever need to re-install your OS.

To authorize your computer without a Vendor ID, click on the **Authorize** button.

16. Select OK

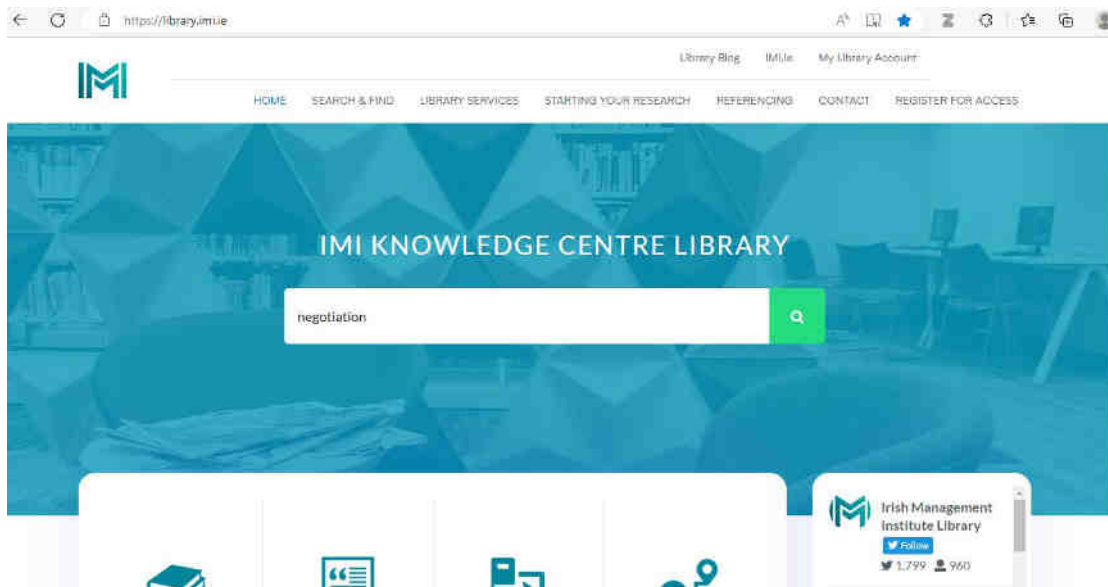


17. View the eBook on your desktop through the Adobe Digital Editions platform.

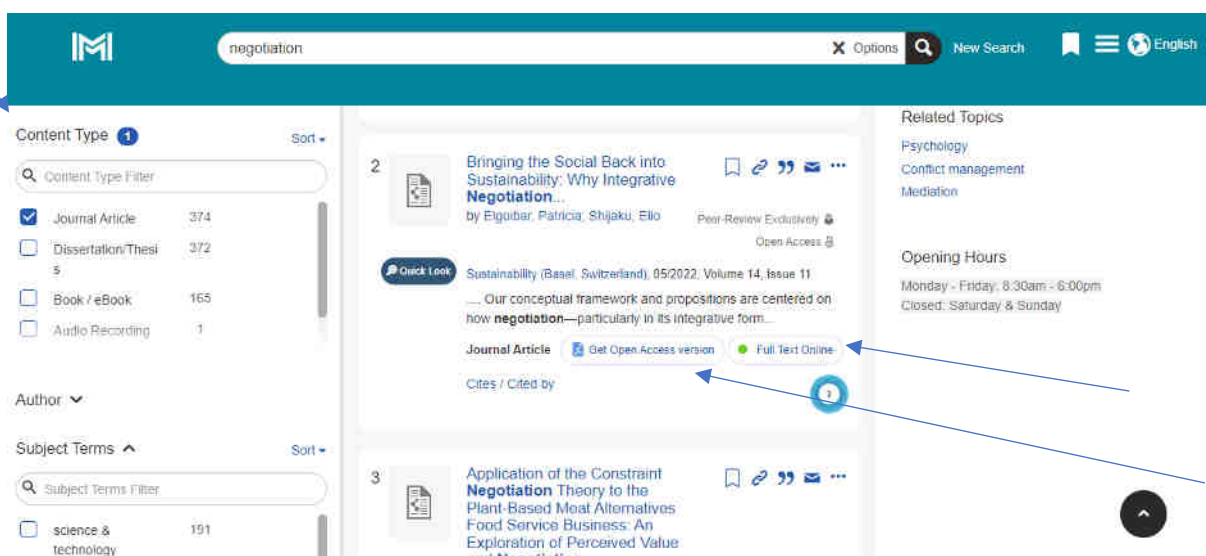


Part 2 : Searching for Open access eJournals

1. Enter a broad search term into the main search box on the library homepage and press return or select the search icon.



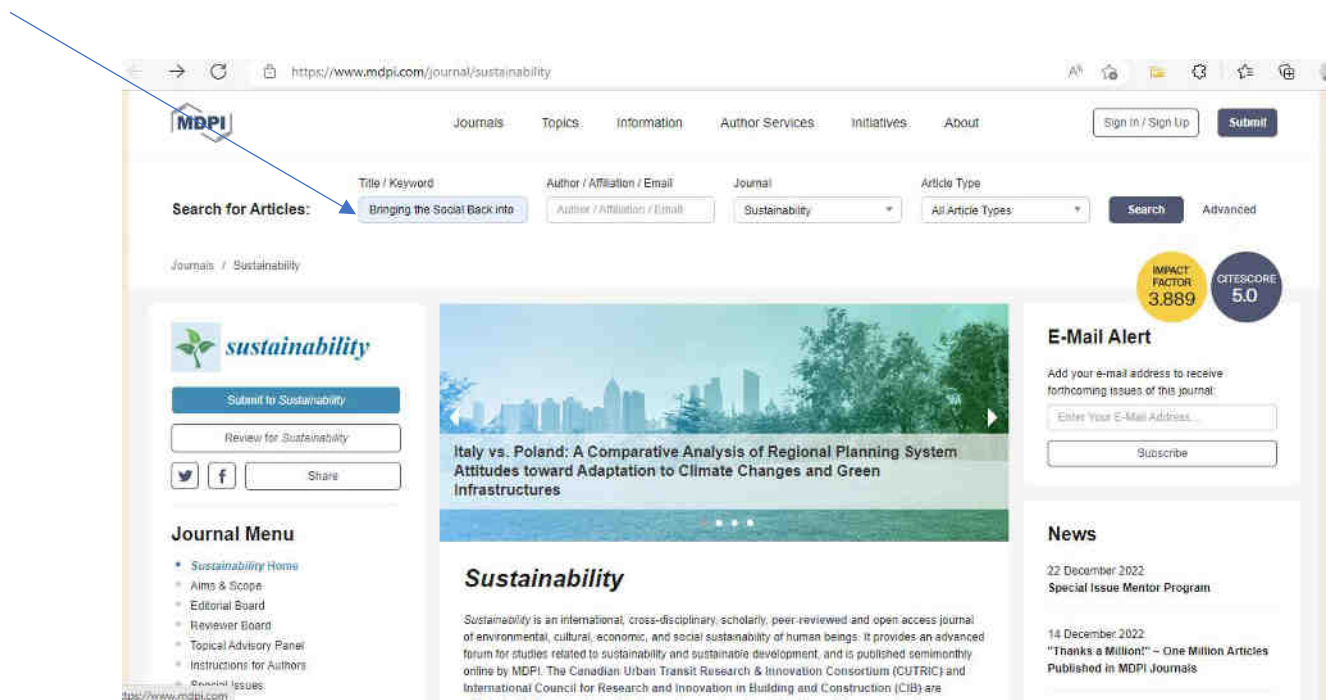
2. Refine search results to 'Content Type' 'Journal Article'. Select the 'Get Open Access version' button to download the PDF file. Select the 'Full Text Online' link to view the journal website.



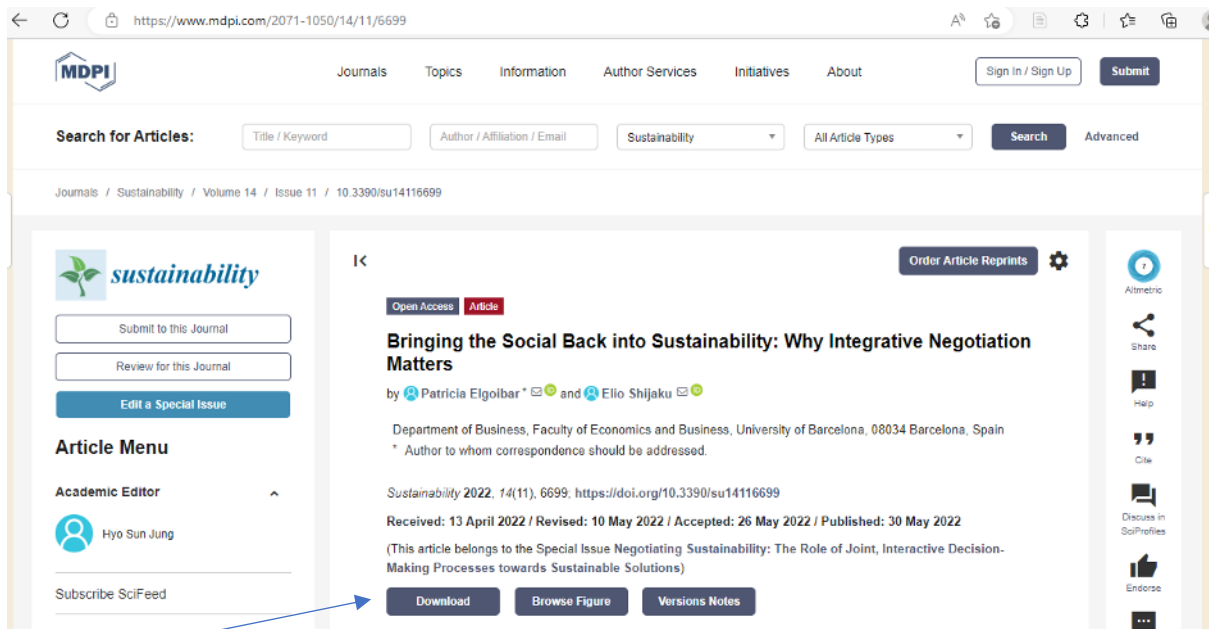
3. Download the PDF File



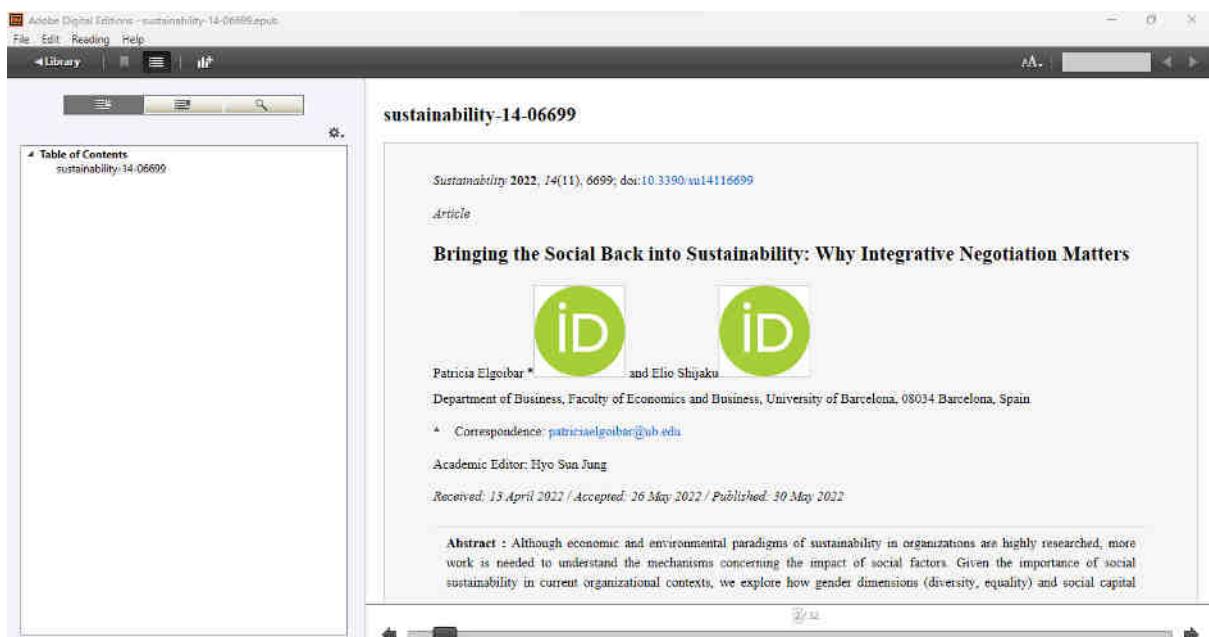
4. Once the journal website is displayed enter the title of the article in the search box and select Search.



- The journal title will then display. Select the 'Download' link to view the article as a PDF, XML or Epub document.



- The Epub file will open in Adobe Digital Editions if you have this already installed

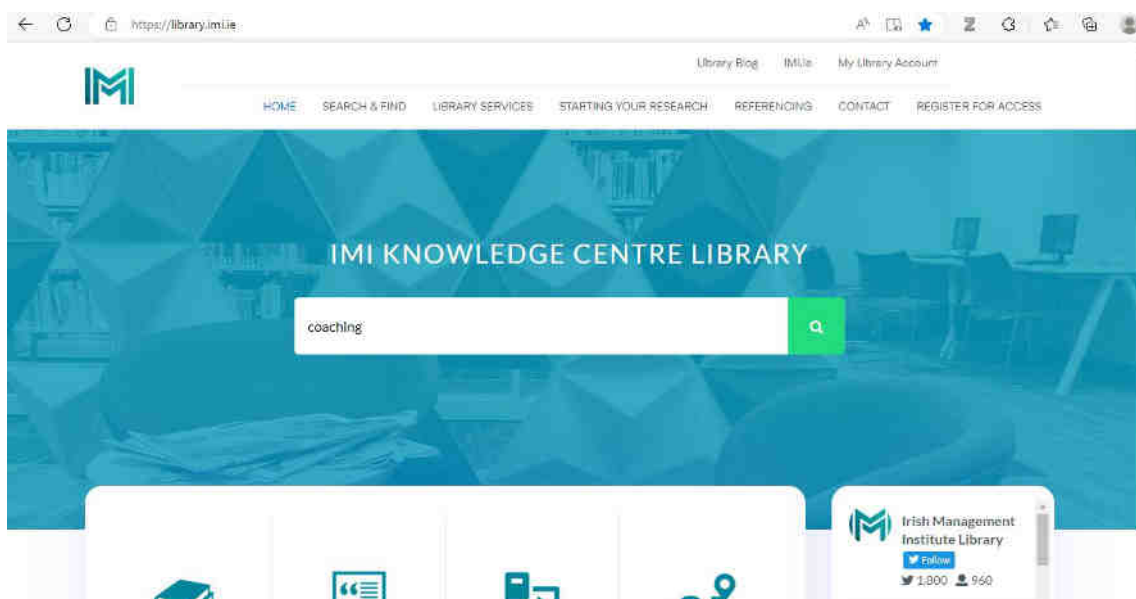


7. You can also view the article and cover sheet as a PDF document.



Searching for EBSCO Audiobooks

1. Enter the keyword or author of the audiobook in the Search Box on the main IMI Knowledge Centre home page and press return.



2. Select 'Content Type' 'Audio Recording' from the Refine your search menu. Select 'Check Availability' to open the catalogue record.

Selected [Clear all](#)

Audio Recording [X](#)

Refine your search

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- Scholarly, Including Peer-Review
- At the Library
- Peer-Review Exclusively
- Open Access

Content Type [1](#) Sort -

Content-Type Filter

- Audio Recording 2

2 results Sorted by **relevance**

- Co-active coaching: changing business, transforming lives** by Kimsey-House, Henry, Kimsey-House, Karen, Sandahl, Phil ; More...

2013

[Quick Look](#) [Audio Recording](#) [Check Availability, IMI - EBK](#)
- Coaching for performance: GROWing human potential** by Whitmore, John, Sir, Synnestvedt, Erik

2013

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From Wikipedia, the free encyclopedia

Coaching

Coaching is a form of development in which an experienced person, called a "coach", supports a learner or client in achieving a specific personal or professional goal by providing training and guidance. The learner is sometimes called a "coachee". Occasionally, "coaching" may mean an informal relationship between two people, of whom one has more experience and expertise than the other and offers advice and guidance as the latter learns; but coaching differs from mentoring by focusing on specific tasks or objectives, as opposed to more general goals or overall development.

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- [Leadership development](#)
- [Parent Management Training](#)
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3. When the catalogue record opens click on the audiobook link.

Co-active coaching : changing business, transforming lives / Henry Kimsey-House, Karen Kimsey-House, Laura Whitworth, Phillip Sandahl, narrated by Tim Andrés Pabon.

By: [Kimsey-House, Henry, 1953- \[author\]](#)

Contributor(s): [Kimsey-House, Karen \[author\]](#) | [Sandahl, Phil \[author\]](#) | [Whitworth, Laura, 1947- \[author\]](#) | [Pabon, Andrés \[narrator\]](#)

Material type: [SoundSound](#)

Publisher: (New York) : Gildan Audio, 2013

Edition: Third edition; Unabridged.

Description: 1 online resource (1 audio file (7 hr., 10 min.)).

Content type: spoken word Media type: audio Carrier type: online resource

ISBN: 9781469088709.

Subjects: [Self-actualization \(Psychology\)](#) | [Mentoring](#) | [Motivation \(Psychology\)](#) | [Success--Psychological aspects](#)

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- This will open the EBSCOhost platform. Next click on the 'Borrow' link to download the book.



Detailed Record

Result List Refine Search 1 of 1

Co-Active Coaching, 3rd Edition : Changing Business, Transforming Lives - The Book That Helped Define the Field of Professional Coaching

Authors: [Henry Kimsey-House](#), [Karen Kimsey-House](#), [Laura Whitworth](#), [Phillip Sandahl](#)

Narrators: [Tim Andres Babon](#)

Length (hours:minutes): 07:09

Publication Information: Ed.: 3rd ed. ; unabridged. [New York] : Ascent Audio, 2013

Resource Type: Audiobook.

Description: When Co-Active Coaching was first released in 1998, this pioneering work set the stage for what has become a cultural and business phenomenon and helped launch the profession of coaching. Published in more than 10 languages now, this book has been used as the definitive resource in dozens of corporate, professional development, and university-based coaching programs, as well as by thousands of individuals looking to elevate their communication, relationship, and coaching skills. This fully revised third edition of Co-Active Coaching has been updated to reflect the expanded vision of the newly updated Co-Active Model and coaching course curriculum at The Coaches Training Institute, the training organization founded and run by the authors for 20 years.

Tools

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Sample

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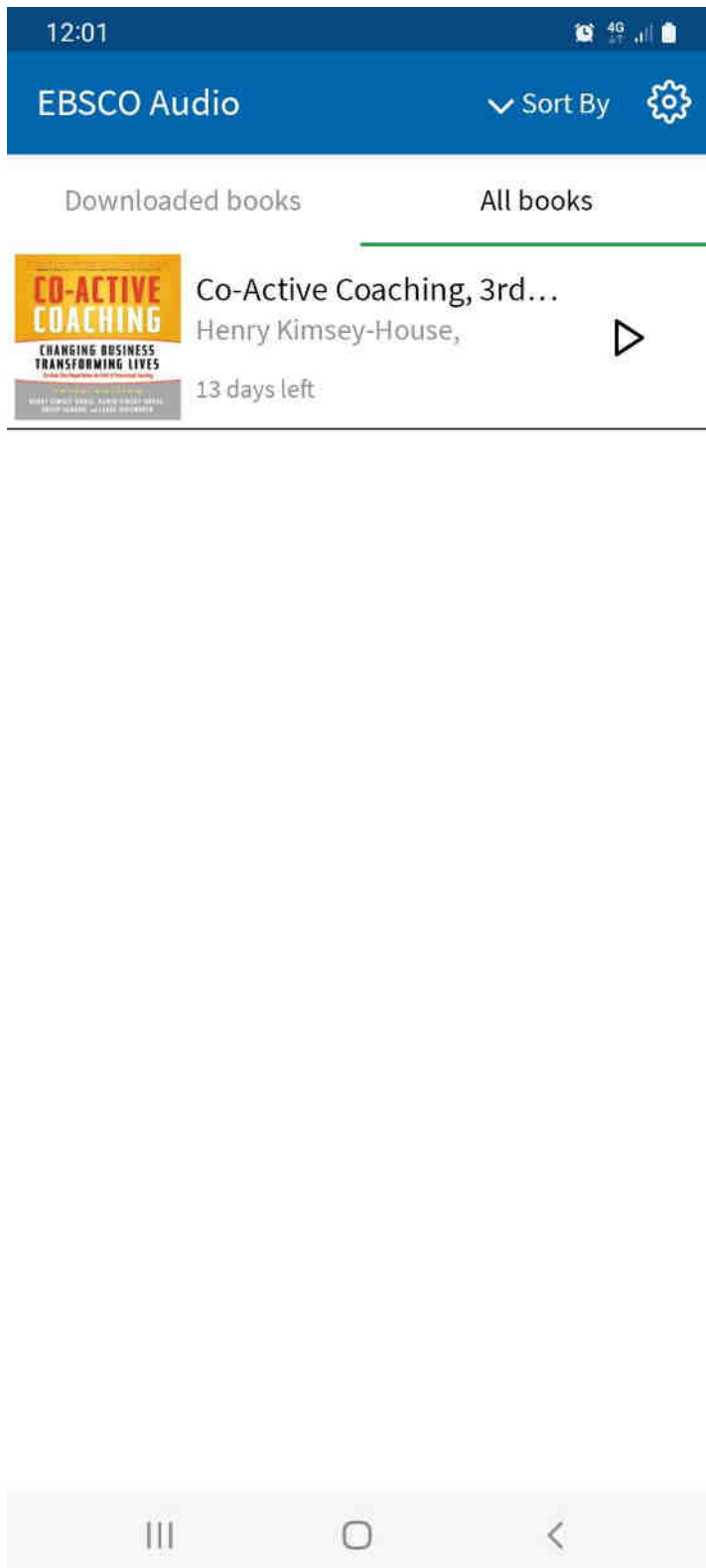
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