

This short guide is intended to help you navigate the *ProQuest Complete* database. It will enable you to search for and retrieve articles and other information contained within the database. *ProQuest Complete* is our second largest database and contains journal publications such as MIT Sloan Management Review and the Academy of Management Journal.

ProQuest Complete also contains newspaper and magazine content. While searching, you will find a wide variety of information ranging from in-depth academic studies to simple one page articles. *ProQuest* is a very useful database for getting to know the basics of a subject quickly.

Accessing the database

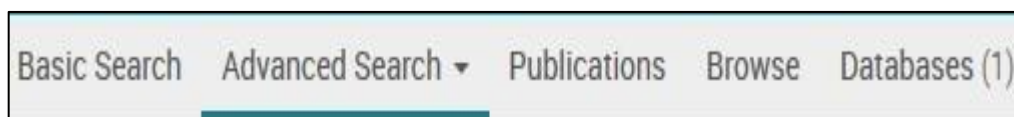
On the main library page, there is a tabbed search box as shown in the image. Select [ProQuest] and enter your unique username and password. These will be assigned upon beginning your course.

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



Navigation

ProQuest has a list of buttons to enable the user navigate easily through the various searching options.



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

Search options

Like many databases, *ProQuest* has common search options available. These include: **Basic Search** and **Advanced Search**.

Basic Search

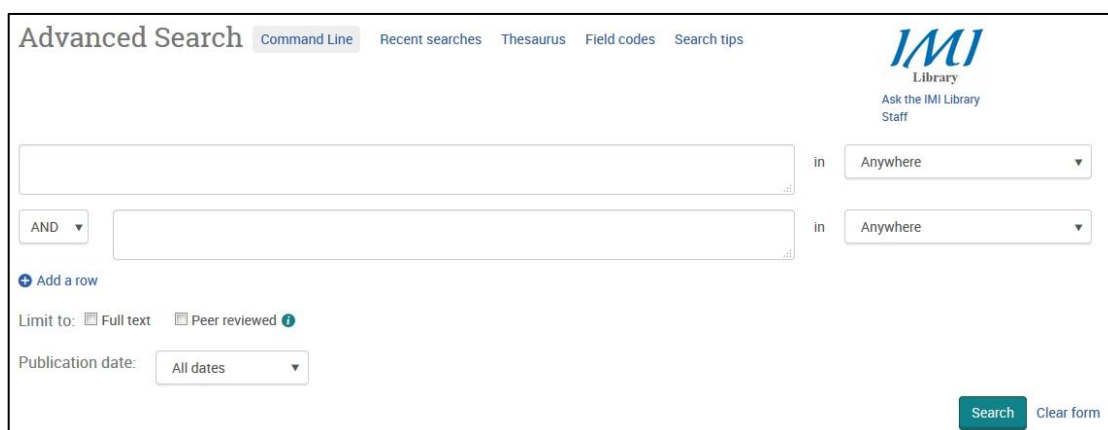
The basic search function allows you to enter in any terms that relate to your topic. Using this search will generally return a very large number of results. While this might appear useful, many of the results may not be relevant to your focus area. By browsing the titles of the first few results, you may find that you need to refine your search further.



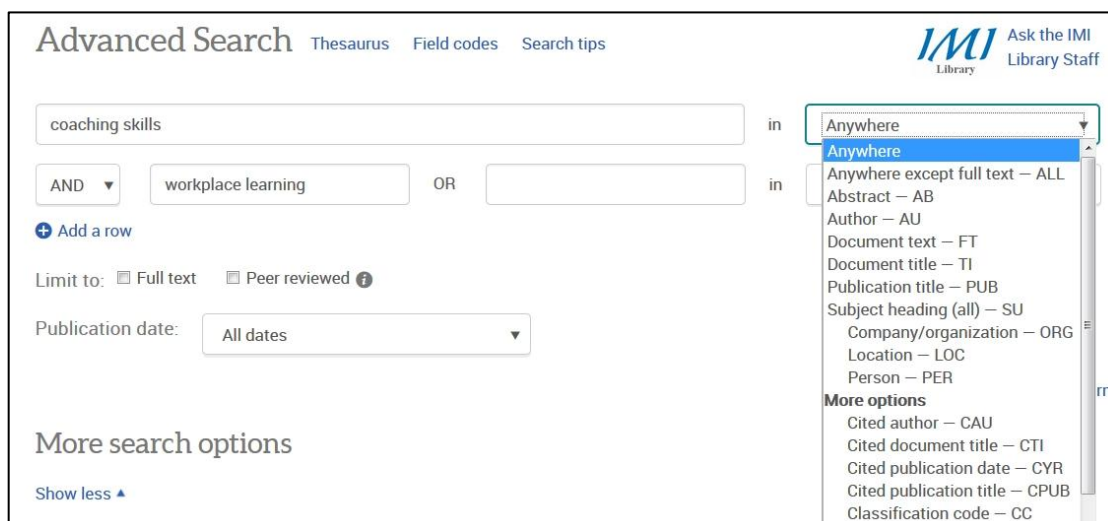
By using basic search, you will get an idea of the range of information available and become familiar with certain keywords that you can then use to further your search.

Advanced Search

The advanced search function is the **default** setting for *ProQuest* and allows you to focus specifically on certain subject areas through the use of multiple keyword searching. It is important to remember that the more search terms you enter, the more refined your results will be.



Once you have entered in some keywords, you will see the Anywhere option. By clicking on the arrow, the following drop down list will appear.



When used in combination with keyword searches, these options can produce very specific results. For example, typing in the keyword, *coaching skills* and selecting *document title* from the drop down list will only produce results that contain the two words in the actual article title. This is a very simple way to narrow down your search results.

There is also a selection of other search options available. You can limit your results by:

Publication type, *Geographical Location*, *Subject*,

Another very useful method of reducing the number of results is to limit your search to a certain *publication date*. In most cases, this will reduce the number of results quite dramatically.

Viewing your results

The results tab displays the information that *ProQuest* has received from the searched databases. Search results can be *HTML* or *PDF full text*, *citations*, *abstracts* and can include links to full text.

(coaching skills) AND (workplace learning)

Full text Peer reviewed

Modify search Tips Save search/alert

Related searches Leadership Leadership AND Management development Leadership AND Managerial skills View all >

11,495 Results Search within Cite Email Print More

Relevance Sort Select 1-20 0 Selected items Brief view Detailed view

Narrow results by

- Full text
- Peer reviewed
- Source type
 - Scholarly Journals (4169)
 - Dissertations & Theses (3007)
 - Trade Journals (2555)
 - Reports (813)

1 A case study of an action learning program: Can action learning be an approach to enhance a manager's coaching skills? Preview
Choi, Myoung Sook. The George Washington University, ProQuest Dissertations Publishing, 2005. 3161575.
...action learning as an approach to change a manager's coaching skills. To address
...What changes in coaching skills do the managers
...participation in an action learning program? and (2
Cited by (7)
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2 Coaching and coach training in the workplace Preview
Wilson, Carol. Industrial and Commercial Training 36.2/3 (2004): 96-98.
... Keywords Coaching, Training, Workplace learning Abstract
...towards self directed learning and portfolio careers
...was built using a coaching culture and provides

ProQuest provides you with instant access to full-text articles. Full text is the complete original article and can include valuable charts, graphs and images.

If you need any help using the *ProQuest* 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