eBook user guide

SOFTWARE REQUIRED

If using a desktop or laptop, it is necessary to have **Adobe Digital Editions** installed. In many cases, this will already be installed on your machine or device. If a download is required, the software can be found free of charge <u>here</u>.

If using an iOS (iPad, iPhone) or Android (Phone, Tablet) device, it is necessary to have the <u>Bluefire</u> <u>Reader</u> installed. If a download is required, this software can be found in the <u>Apple</u> or <u>Google Play</u> store.

Please Note: if accessing an eBook on your mobile or tablet, you are also required to have a free **Adobe ID** which is available <u>here</u>

VIEWING EBOOKS ONLINE WITH FIREFOX

If you are using the Firefox browser and experience difficulty reading a book online please go <u>here</u> to troubleshoot the problem.

ACCESS TO EBOOKS

The eBooks collection is available via the <u>library book catalogue</u>

To view an eBook, click on the relevant link as shown below:



EBOOK COLLECTION

Once you have selected a title, if you have not already done so, you will be prompted to sign in:

Irish Managemei	nt Institute S	Sign On	
Username			
Password			
Forgotten password		Login	

Enter your username and password (same details that you use to access Moodle) and click 'login'.

You will then be presented with the selected book which you can read online or download as a PDF. Please note that we use multiple providers across our eBook collection, the display below may be different depending on which title you choose.

Den Wildmer COACHING for PERFORMANCE COMMENSATION COM	Description 'Coaching is a way of managing, a way of treating people, a way of thinking, and a way of being. Coaching has matured into an invaluable profession fit for our times and this fourth edition of the most widely read coaching book takes it to the next frontier' - John Whitmore. Good coaching is a skill that requires a depth of understanding and plenty of practice if it is to deliver its astonishing potential. This extensively revised and expanded new edition clearly explains the principles of coaching and illustrates them with examples of high performance from business and sport. It continues to follow the GROW sequence (Goals, Reality, Options, Will) and clarifies the process and practice of coaching by describing what coaching really is, what it continues and how much it can be used, and who can use it well.
	Download Download ebook Read online

DOWNLOADING AN EBOOK

By clicking on the download button, the download screen will appear and in the large majority of cases; present the option of downloading the book for a maximum of 7 days. Depending on the title, this may be increased to a maximum of 21 days or in some instances; decreased to a maximum of 3 days.

nb John Whitmore	Description	Recently Viewed
COACHING	COACHING Coaching is a way of managing, a way of treating people, a way of thinking, and a way of being. Coaching has matured into an invaluable profession fit for our times and this fourth edition of the	
CUACITING for PERFORMANCE COMMENSATION Management Manag	most widely read coaching book takes it to the next frontier' - John Whitmore. Good coaching is a skill that requires a depth of understanding and plenty of practice if it is to deliver its astonishing potential. This extensively revised and expanded new edition clearly explains the principles of coaching and illustrates them with examples of high performance from business and sport. It continues to follow the GROW sequence (Goals, Reality, Options, Will) and clarifies the process and practice of coaching by describing what coaching really is, what it can be used for, when and how much it can be used, and who can use it well.	The mindful coach Pages: 283 Author: Douglas Silsbee. Publisher: Jossey Bass Ltd
	Download eBook	Executive Coaching with B 🖈
Find in my library	You may download an electronic version of this book for reading offline or on another device. Like a traditional library eBooks are loaned to you for a number of days. After this period has expired you will no longer be able to read the book until you download it again. Choose length of loan: 1 day (loan expires 19/0 •	ackbone and Heart: A Syst ems Approach to Engaging Leaders with Their Challen ges Pages: 354 Author: Mary Beth O'Neill. Publisher. Jossey Bass Ltd
	Get Adobe Acrobat Reader.)	Co-Active Coaching, 3rd Ed ition
Table of Contents	(Jos Auros Alituda Readel.)	LOACHING Author:
10. 10. JUL 10. I		Henry Kimsey-House,

When prompted, save the book to your device and open with Adobe Reader. Once the download has expired; simply repeat the process in order to borrow the book again. **Please Note: it is not possible to print or copy sections of a title if you have chosen the download option.**

READING ONLINE

It is possible to read a title online rather than downloading. The benefit of choosing this option is the ability to print and/or copy portions of the title:

- **1. Copy:** Allows you to copy pages of the title. The percentage that is allowed to be copied depends on the allowance decided by the publisher
- **2. Print:** Allows you to print a percentage of the title as a PDF. The percentage varies from publisher to publisher, based on what they allow

Depending on the provider, the number of pages remaining for copy or print will be displayed prior to opening the title or once the title has been accessed.



PLACING HOLDS ON EBOOKS

This depends on the eBook provider. If a title is hosted by ProQuest LibCentral you cannot put a hold on it at all. For titles hosted in DawsonEra or EBSCO you need to follow the link from the book catalogue to the eBook portal before you can place a hold. Because eBooks are hosted in separate portals you cannot manually place a hold using the book catalogue like you can for print books. Library staff cannot put holds on e-books for you.

If you need further assistance regarding the access or availability of eBooks, 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