Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Engaging Learning	Clark N. Quinn	2005	Pfeiffer. An Imprint of Wiley. 999 Market Street, San Francisco, CA 94103-1741	lation games in education, Design and construction	371.39
Explaining features and benefits, Workbook 5	Editor: Debbie Woodbury	1999	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04119	retail, selling, promoting, learning about product, features, customer satisfaction	
The speed reading book, The rvolutionary approach to increasing reading speed, comprehension and general knowledge	Tony Buzan	1971, 1977, 1988, 1989, 1997, 2003	BBC Worldwide Limited, Woodlands, 80 Wood Lane, London W 12 OTT	exploring speed, amazing eyes, super concentration comprehension, speed reading skill, eye/brain system	153.4
101 Ways to make training active	Mel Silberman; Karen Lawson	1995	John Wiley & Sons, Inc.	team building, assessment, involvement, discussion, questions, team learning, independent learning, affective learning, peer teaching, reviewing, self-assessment, aplication planning	371.3
Listin að spyrja, Handbók fyrir kennara	Ingvar Sigurgeirsson	1998	Rannsóknarstofnun Kennaraháskóla Íslands	umræður, spurningar, kennari, skipulag, þjálfun	371.37
Livslångt lärande	Per-Erik; Bernt Gustavsson; Staffan Larsson (red.)		Studentlitteratur, Lund	ævilangt nám, vald þekkingar, læra af öðrum, fyrirtækjafræðsla	374.9
Reynsla og menntun	John Dewey	2000	Rannsóknarstofnun Kennaraháskóla Íslands	hefðbundin framsækin menntun, kenning, reynsla, mælikvarði, félagslegt taumhald, frelsi, áform markmið, skipulag námsefni	370.1

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
The new update on adult learning theory	Sharon B. Merriam	2001	John Wiley & Sons, Inc., 605 Third Avenue, New York, NY 10158-0012	andragogy, Fullorðinsfræðsla, skapandi aðferðir, óformlegt nám, formlaust nám.	374
Invent	Sidney X. Shore	1999	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04106	inventor, patenting, inventing, practice, imagination, suggestion, optimist, catalyst, motivation, creativity, exploration	608.11
Successful career and life planning	Stephen G. Haines	2000	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04104	planning, think backwards achive goals, vision personal professional success, support essential people, action	331.7
Coaching for development	Marianne Minor, M.S.W.	1995	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04094	leadrship, assess coaching needs, ccoaching success, coach roles, advice support	
Team problem solving	Sandy Pokras	1989, 1995	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04089	teams, recognize problem, analyze problem, outline problem solving/decision, improve team´s process	
Call center success	Lloyd C. Finch	2000	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04081	customer service, calls professionally effectively, attitude impact, email fax telephone, job stress angry callers upset customers, self-improvement plan	651.7
Managing disagreement constructively	Herbert S. Kindler,Ph.D.	1996	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04071	supervising, conflict management, managing disagreement, manage conflict skill	658.4

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Organizing your worspace	Odette Pollar	1992, 1999	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04061	organization, personal productivity, being organized, paper backlogs, manage desk papers, clutter away permanently	650.1
Mapping the future	Paul R. Bernthal og fleirri	2004	American society for training & development Publications Department, box 1443, Alexandria VA22313-2043	Future, mapping, workplace, performance Competencies	374.0
Six Thinking Hats	Edward De Bono	1999	Little, Brown and Company	Thought and thinking	153.4
Excellence For Daghojskoler - erfaringer med udvikling, kvalitet og dokumentationin supervision	Peter Bacher, Jorgen Brems	2004	Foreningen af Daghojskoler in Danmark	Daghojskoler	374.00
Education, Modernization, and Peripheral Community	Ýmsir höfundar	1998	Adult Education Research Group, Roskilde University P.O Box 260 DK-4000 Roskilde Denmark	Education, Adult, learning society, modern,Crete,	374.0
Career Counceling Models for Diverse Populations - Hands-On Applications by Practitioners	Nadene Peterson, Roberto Cortéz Gonzáles	2000	Wadsworth/Thomson Learning, 10 Davis Drive, Belmont, CA 94002-3098 USA	VOCATIONAL GUIDANCE	153.3
The Role of Work in People´s Lives - Applied Career Counceling and Vocational Psychology	Nadene Peterson, Roberto Cortéz Gonzáles	2005	Thomson Brooks/Cole, 10 Davis Drive, Belmont, CA 94002 USA	Perspectives on work, values, ethichs, meaning, spirituality, workplace, career councelor´s role, trait-factor, psychodynamic, existential, person-centered theories, family, occupational, schools	158.7

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Voksenpedagogikk - Modul 4 - IKT som pedagogisk hjelpemiddel og IKT i fjernundervisning - ATH! Myndband fylgir	Glenn Egill Torgersen	2000	NKI Forlaget, Hans Burums vei 30.Postboks 111, 1341 Bekkestua	IKT, lærende, pedagogikk, læring, metoder, oppgavemetodikk, lyd- og bildmedier, organiseringsmetoder, fjernundervisning, Internett, kvalitetsvurdering, metoder	370,0
Nordic Information Society Statistics 2002	Edited: Lea Parjo, Statistics Finland	2002	Nordic Council of Ministers	Introduction, , ICT, Internet, computer, broadband	314.8
The big book of leadership games	Vasudha K. Deming	2004	McGraw Hill	Emotions, valuesproductivity. problem, solvers, philantrophy, leadership, communication, attitude, negativity	658.40
Linking school and work - Roles for standards and assessment	Editors: Lauren B. Resnick, John G. Wirt	1996	Jossey-Bass Publishers	Standards-based education workplace readiness, Linking assessment instruction, Technical requirements new forms assessment, Lessons abroad	370.11
Designing powerful training, The sequential - interative model	Michael Milano; Diane Ullius	1998	Jossey-Bass/Pfeiffer, A Wiley Company, 350 Sansome St., San Francisco, CA 94104-1342	powerful training, SIM overview, adult learner, designer, assesment, goals objectives, key topics, training flow macrodesign, materials, evaluation tools, training design	371.3
Go the extra line, Workbook 4	Editor: Debbie Woodbury	1999	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04118	retail, personalized customer service, business cards,shopper	
Creating your skills portfolio	Carrie Straub	1997	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04108	jobs&careers, market analysis, interview, presentation, marketing tool	

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Learning in adulthood, A comprehensive guide	Sharan B. Merriam; Rosemary S. Caffarella	1999, seco edi	Jossey-Bass, A Wiley Imprint, 989 Market Street, San Francisco, CA 94103-1741	adult learning, context, provision, development, process, transaction	374
The theory & practise of training	Roger Buckley; Jim Caple	2000, fourth edi	Kogan Page Limited, 120 Pentonville Road, London N1 9JN, UK	training organizational environment, approach training, analyses, objectives, principles, condition, learning, assessing, auditing, trainer role, performance	371.0
Evaluating training programs	Donald L. Kirkpatrick	1998, seco edi	Berret-Koehler Publishers, Inc., 450 Sansome street, Suite 1200, San Fransisco, CA 94111-3320	concepts, principles, guidlines, techniques, implementation, evaluating	658.3
Another look at evaluating training programs, fifty articles	Donald L. Kirkpatrick	1998	American society for training & development Publications Department, box 1443, Alexandria VA22313-2043	philosophy, concepts, training evaluation, employee, reaction, learning, behavior, results, return-on-investment, learning, technical training, training&development	658.3
The mind map book	Tony Buzan; Barry Buzan	1993, 1995, 2000, 2003	BBC Worldwide Limited, Woodlands, 80 Wood Lane, London W 12 OTT	brain, thinking, brainstorming, ideas, memory, creative thinking, personal, family, educational, business, professional, management, meetings, teaching	153.4
Use your head, Innovative learning and thinking techniques to fulfill your mental potential	Tony Buzan	1974, 1982, 1989, 1995, 2003	BBC Worldwide Limited, Woodlands, 80 Wood Lane, London W 12 OTT	brain better, reading faster, efficiently, memory, mind maps	153,4

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Training methods that works	Lois B. Hart, Ed.D	1991	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04040	training methods, trainers handbook, training principles, incorporate learning cycle, select training materials, methods variety training sessions	331.0
Active training, Handbook of techniques, disigns, case examples and tips	Mel Silberman	1998	Jossey-Bass/Pfeiffer, A Wiley Company, 350 Sansome St., San Francisco, CA 94104-1342	active training, assessing, develop, open exercises, effective lectures, learning approaches, leadership, presentations, leading discussion, facilitating promoting tem learning	658.3
Use your memory, Understand your mind to improve your memory and mental power	Tony Buzan	1986, 1989, 1995, 2003	BBC Worldwide Limited, Woodlands, 80 Wood Lane, London W 12 OTT	memory, history system, major system, mind maps	153.1
Frames of mind, The theory of multiple intelligences	Howard Gardner	1993 tenth edi	Basic Books, Member of the Perseus Books Group	idea, intelligence, linguistic, musical, logical-mathematical, spatial, bodily-kinesthetic, personal, education, application	
The unschooled mind, How children think & how schools should teach	Howard Gardner	1995	Basic Books, Member of the Perseus Books Group	intutive learning, scholastic learning, seven intelligences, natural learner, piaget, eduction, understanding	370.15
Good work, When excellence and ethics meet	Howard Gardner; Mihaly Csikszentmihalyi; William Damon	2001	Basic Books, Member of the Perseus Books Group	difficult times, condition good work, shape bodies minds, genetics, journalism	174.4

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Fjölgreindir í skólastofunni	Thomas Armstrong	2001	JPV ÚTGÁFA	fjölgreindarkenning, námskrarþróun, kennsluaðferðir, kennsluumhverfi, stjórn, námsmat, sérkennsla, hugarfærni, tilvistargreind	370.15
Hanging by a twig, Understanding and counseling adult with learning disabilities and ADD	Carol Wren, PH.D.; Jay Einhorn, Ph.D.	2000	W. W. Norton & Company, Inc., 500 Fifth Avenue, New York, N.Y. 10110	misunderstood, misdiagnosed, mistreated, self, adult life, self-esteem, addiction framework for therapy	616.85
The accelerated learning handbook	Dave Meier	2000	McGraw-Hill	reduce learning time, improve training results, cut course design tim, joy of learning	370.15
The rubrics way, Using multiplied intelligences to assess understanding	David Lazear	1998	Zephyr Press. P.O. Box 66006, Tucson Arizona 85728-6006	theory, visual-spatial, bodily-kinesthetic, logical-mathematical, natuarlist, musical-rythmic, verbal-linguistic, interpersonal, intrapersonal	153,9
Project management	Marion E. Haynes	1989, 1996, 2002	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04039	planning, practical tool success, learn project´s life cycle, plan quality time cost best use of resources, control work-in-progress interim reviews, project to successful conclusion	658.4
Eight ways of teaching, The artistry of teaching with multiple intelligences	David Lazear	1991, 1999	SkyLight Training and Publishing	verbal/linguistic, logical/mathematical, visual/spatial, bodily/kinesthetic, musical/rythmic, interpersonal, naturalist, intelligence	370.15

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Motivating people	Kurt Hanks	1991	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04104	winning people, raise entusiasm, critical, key people, gain support, stubborn people, interest others, problem	658.3
Designing creative resumes	Gregg Berryman	1990	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04103	resume content, objective, information, training	650.14
The universal traveler, a soft-systems guide to creativity, problem-solving and the process of reaching goals	Don Koberg; Jim Bagnall	1972-2003 (8. útg.)	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04103	creativity, blocks to, logic, analysis, definition, ideation, implement, synectics, communication checklist	158.1
Mapping your career	The Crisp editors	2002	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04102	attitude, prospecting, networking, telephone skills, interview preparation techniques, looking your best, skill uppgrading, utilizing, creating job	650.14
Rafeindatækni í 150 ár og þættir úr sögu rafeindavirkja	Þorsteinn J. Óskarsson	2001	Félag rafeindavirkja; Félag rafeinda- og tölvufyrirtækja	sæsími, talsími, loftskeyti, útvarp, sími, sjónvarp, gervihnöttur, stafræn, tölvur, rafeindavirki	623.6
Working with emotional intelligence	Daniel Goleman	1998, 1999	Bloomsbury Pubishing Plc, 38 Soho Square, London W1V 5DF	self-mastery, people skills, learningemotionally intelligent organization	658.4
Litróf kennsluaðferðanna	Ingvar Sigurgeirsson	1999, 1999, 2002	Æskan, blaða- og bókaútgáfa	fas, framkoma, kennari, kennsluaðferð,	371.3
Goals and goal setting	Larrie A. Rouillard	1993, 1998, 2003	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04038	planning, achieving objectives, set goals objectives, effective goal-setting method, visualize positive results, action plan	

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Að mörgu er að hyggja, Handbók um undirbúning kennslu	Ingvar Sigurgeirsson	1999, 2000, 2002	Æskan, kennslu og fræðirit	markmið, námsefni, kennsluleiðbeiningar, tæki, gögn, skipulag, aðferðir, leikir, námsmat	371.3
Kompetens, utbildning och lärande i arbetslivet, Problem, begrepp och teoretiska perspektiv	Per-Erik Ellström	1994	CE Fritzes AB, Box 6472, 113 82 Stockholm	yrkeskunnande, teknik, organisation, kvalifikation, lärande, kompetensutveckling	374.9
Almenkvalificerings projectet, EVU-Gruppen ROC, Kvalifikationskrav og uddannelsesmotivation	Höfundar	1996	Erhverfs- og voksenuddannelsesgruppen, Roskilde Universitetscenter, Box 260, 4000 Roskilde	arbejde, kvalifikation, uddannelsesbehov, udviklingsmuliheder, uddannelse	646,7
Almenkvalificerings projectet, EVU-Gruppen ROC, Almenkvalificering	Höfundar	1995	Erhverfs- og voksenuddannelsesgruppen, Roskilde Universitetscenter, Box 260, 4000 Roskilde	kvalificering, kvalifikationskrav, arbejdsliv motivation uddannelse, kurser, længervarende udannelsesforløb, skolekultur, lærer, arbejdsmarked	646,7
Almenkvalificerings projectet, EVU-Gruppen ROC, Læring, udvikling og kvalificering	Höfundar	1995	Erhverfs- og voksenuddannelsesgruppen, Roskilde Universitetscenter, Box 260, 4000 Roskilde	kvalificering, kategorier, fornuft, følelser, freud, piaget, læringstyper, erkendelsesformer, leithäuser, forsvarmekanismer, læreprocesser	646,7
Almenkvalificerings projectet, EVU-Gruppen ROC, Almen kvalificering kort fortalt	Höfundar	1996	Erhverfs- og voksenuddannelsesgruppen, Roskilde Universitetscenter, Box 260, 4000 Roskilde	menneske, almenkvalificering, kapacitet, kvalifikation, deltager, planlægning, institutioner, pædagogik	646,7
Almenkvalificerings projectet, EVU-Gruppen ROC, Kvalifikationer og levende mennesker	Höfundar	1995	Erhverfs- og voksenuddannelsesgruppen, Roskilde Universitetscenter, Box 260, 4000 Roskilde	kvalificering, kvalifikationsteorier, kvalifikationsanalyser	646,7

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Almenkvalificerings projectet, EVU-Gruppen ROC, Kvalifikationer. En søgemodel	Höfundar	1994	Erhverfs- og voksenuddannelsesgruppen, Roskilde Universitetscenter, Box 260, 4000 Roskilde	udviklingsprojekt, virksomhed, samfund, kvalifikationer, påvirkninger, interesser, uddannelse	646,8
Corporate and nonformal learning, Adult education research in Nordic countries	Bodil Blom; Margit Lea Myklebost	1998	Tapir Forlag, Trondheim	nonformal learning, adult workers, working life, sociology, apprenticeship, training, on-the-job training, organizational, cultural, folk high school	374.072
Motivating at work	Twyla Dell	1988, 1993	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04037	motivation, empowering employees, learn method productivity, motivating workplace, expectations performance, remove obstacles doing best job possible	
Bildning i vår tid	Bernt Gustavsson	1996	Wahlström & Widstrand	menntun, samfélag, lýðræði, pedagogik	370.1
The adult learner	Malcom S. Kowles; Elwood F. Holton III, Richard Swanson	1973, 1978, 1984, 1990, 1998	Gulf Publishing company, Book Division, P.O. 2608, Houston Texas 77252-2608	adult learning, education, training	374
Modernity and self-identity, self and society in the late modern age	Anthony Giddens	1991, 1992, 1993, 1994, 1995, 1996	Blackwell Publishers Ltd, 108 Cowley Road, Oxford OX 1JF, UK	ontological, trajectory, fate, risk, security, sequestration, tribulations, politics	301.01

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
What every manager should know about training, An insiders guide to getting your moneys worth from training	Dr. Robert F. Mager	1992, 1999	The Center for Effective Performance Inc., 2300 Peachford Rd., Suite 2000 Atlanta, GA 30338	tools, performance problem, magic, deal trainers, do it yourself	658.3
Pedagogy of the oppressed	Paulo Freire	1970, 1993, 2003	The Continuum International Publishing Group Inc., 15 East 26th Street, New York, NY 10010	education, dialogue, liberal, cultural	370.1
Life´s choises, Problems and solutions	Richard S. Sharf	2001	Wadsworth/Thomson Learning, 10 Davis Drive, Belmont, CA 94002-3095 USA	choose solutions, learning working, studying, careers, adjusting, relationship, family, friendship, sexuality, gender roles, cultural diversity, dying living, abusing, stress, coping strategies,	378.1
Understanding and facilitating adult learning	Stephen D. Brookfield	1986	Jossey-Bass, A Wiley Company, 350 Sansome St., San Francisco, CA 94103-1741	adult learner motive, understanding adults learn, self-directed-learning, andragogy, faciltate,facilitator, informal formal setting, structure, evaluate	374.9
The Einstein factor, A proven new method for increasing your intelligence	Win Wenger, Ph.D.; Richard Poe	1996	Prima Publishing	genius. Dreaming, image stream, feedback, surprise effect, model thinking, recall, groups	153.9
Stefnur og straumar í uppeldissögu	Reidar Myhre	2001	Rannsóknarstofnun Kennaraháskóla Íslands	uppeldissaga,gildi, menntahefð, trúarbrögð, uppeldi menntun miðaldir, manngildi, siðaskipti, guðrækni, raunsæi, veraldarvit, frelsi, uppeldisfræði félagslyndi, gagnrýni, uppeldisstefna	370.9

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Virtual teaming	Deborah Jude-York, Ph.D.; Lauren D. Davis, M.S.; Susan L. Wise, M.A.	2000	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04036	teamwork, boundaries time and place, technology team productivity, work time and place restrictions, collaboration skills, trust and miscommunication	658.3
Tilfinningagreind	Daniel Goleman	2000	Iðunn	tilfinning, ástríða, hvöt, heili, taugakerfi, tilfinningaminni, geðshræringar, geðhrif, greind, meistarafærni, samkennd, umgengni, tjáning	658.4
Samkynhneigð - Á ég að gæta bróður míns?	Reynir Þór Sigurðsson; Jóna Björk Sigurjónsdóttir	1997	Ritröð uppeldis og menntunar: Dreifing: Una - bókaforlag, bolholti 6, 105 Reykjavík	sjálfsmynd, samkynhneigð, stefna, staða, samfélag, grunnskóli, kennari undirbúningur, nemandi	306.76
Accelerated learning for the 21st century	Colin Rose; Malcolm J. Nicholl	1997	Dell Publishing, a division of Bantam Doubleday Dell Publishing Group Inc., 1540 Broadway, New York, New York 10036	brain, mind, information, meaning, exhibiting, learn, memory, foreign language, music, analytical creative thinking, accelerated teaching	370.15
Accelerated learning fieldbook + CD með tónlist	Lou Russel	1999	Jossey-Bass/Pfeiffer, A Wiley Company, 350 Sansome St., San Francisco, CA 94104-1342	learning, accelerated, business, contract, learning objectives, pririoritize, visual, auditory, kinesthetic, audience diverse intaka style, intelligence, brain, memory, environment, color, music	
Skapandi skólastarf	Lilja M. Jónsdóttir	1996, 2002	Námsgagnastofnun	kennsluaðferð, þemanám, kennari, hópvinna, stundaskrá, gagnaöflun, nemandi,	371.3

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Mínútustjórnun	Kenneth Blanchard; Spencer Johnson	1983	Vaka	mínútu-stjórnandinn, markmið, hrós, ávítur	658
Jafnréttishandbókin	Hafsteinn Karlsson; Stefanía Traustadóttir	2000	Námsgagnastofnun	jafnréttislög, grunnskólalög, strákar, stelpur, krakkar, rannsóknir, námshópar, kynferðisleg áreitni, kynjaskipting	305.3
Hvers vegna starfsmenn gera ekki það sem til er ætlast	Ferdinand F. Fournies	1999	Bókaklúbbur atvinnulífsins	frammistaða, starfsmaður, stjórnunaraðferð	658.3
Starfsmannaval	Ásta Bjarnadóttir	1996	Framtíðarsýn	starfsgreining, umsækjandi, ráðningarviðtal, sálfræðipróf, starfshæfing, meðmæli, ráðning, reynslutími, árangursmat, starfsmannaval, stefnumótun	
Facilitation skills for team leaders	Donald Hackett, Ph.D.; Charles L. Martin, Ph.D.	1993	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04035	team building, leading organized teams productivity, improve effectiveness decision-making, increase participation efficiency work teams, develop skills feedback clarification, problem-solving process benefit organization, communicate team members	
Super learning 2000, New triple-fast ways you can learn, earn, and succeed in the 21st cntury	Sheila Ostrander; Lynn Shroeder	1994	Dell Publishing, a division of Random House Inc	supermemory, learning, subliminal, superlearning music,	370.15

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Competency and the learning organization	Donald Shandler, Ph.D.	2000	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04107	learning, competency-based, objective, adult-learner, organization, strategic, workforce, design, rating-form	374.0
Transfer of training, Action packed strategies to ensure high payoff from training investments	Mary L. Broad; John W. Newstrom	1992	Perseus Publishing	transfer, problem, training, strategies, support, organization, manage,action-planning	658.3
50 tips for speaking like pro	Terry Paulson Ph.D.,CSP,CPAE	1999	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04107	ethics, mission,humor, quote, speech, prepare, anxiety, tension, audience, mistake, promote, simple, participation, story, voice	
Accelerated learning techiniques, The express track to super intelligence - ATH! Tvær hljóðsnældur	Brian Tracy; Colin Rose	1996	Simon&Schuster Audio Division, Simon&Schuster Inc, 1230 Avenue of the Americas,New York, NY 10020	abilities, theoretical, knowledge, memory, reading, write, communicate, learning	370.15
Personal leadership, A practical approach for achieving individual and organizational freedom	Richard W. James	2001	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04107	result, vision, freedom, responsibility, beliefs, principle, practice, maintaining, creating	371.2
Rousing creativity, think new now	Floyd Hurt	1999		philosophical, challenge, creativity, creative, group member, facilitator, problem, opportunity, technique, attributing listing, mind mapping,worksheet	153.3
Ironing it out, sven simple steps to resolving conflict	Charles P. Lickson	1992, 1996	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04107	conflict, assessing, process, problem, attitude, develop, solution, evaluate, communicate, dispute	

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Be true to your future, Achive career success and personal fullfillment	Elwood N. Chapman	1988	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04106	roles, areer, attitude, confidence, success, prospect, interview, plan	158.0
Accountability	Sam R. Lloyd	2002	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04034	leadership, managing maximum results, employee self-confidence success, positive expectations rapport, delegate effectively result you need, strengthen communication trust through active listening	658.4
Achieving job satisfation	Editors, Crisp Publication	1994	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04025	employees, productivity, personal, job, work, attitude traps, individual study, workshops, seminars, remote location training, informal study groups	658.3
Sölutækni og samskipti	Russel Webster	2001	Bókaklúbbur atvinnulífsins og Viðskiptafræðistofnun	samskipti, viðskiptavinur, aðferðir, kynni	655.4
Stjórnanda- og hæfnisleit	Telma Björnsdóttir	2000	Bókaklúbbur atvinnulífsins og Viðskiptafræðistofnun	stjórnandaleit, hæfnisleit	601.3
Ávinningur viðskiptavinarins	Karl Albrecht	1999	Bókaklúbbur atvinnulífsins og Viðskiptafræðistofnun	viðskiptavinur, ávinnngur, starfsfólk, þjónustumenning, hönnun, þjónustuframleiðslukerfi	658.4
Að stjórna fólki í fyrsta sinn	Ron Bracey	2001	Bókaklúbbur atvinnulífsins og Viðskiptafræðistofnun	stjórna, fólk, hæfileikar, þekking, verðmætasköpun, fyrirtæki, framtíð	658.3
Starfsánægja	Ingunn Björk Vilhjálmsdóttir; Jóhanna Gustavsdóttir	1999	Bókaklúbbur atvinnulífsins og Viðskiptafræðistofnun	starfsánægja, starfshvatning, starfshvatning	601.3

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Verkefnastjórnun	Trevor L. Young	1999	Bókaklúbbur atvinnulífsins og Viðskiptafræðistofnun	verkefni, breytingar, verkefnisstjóri, verkefnisgluggi, verkefnisferli, stjórna, gátlisti,hópstarf	601
Starfshvatning	Saul W. Gellerman	1996	Ritröð Viðskiptafræðistofnunar Háskóla íslands og Framtíðarsýnar ehf	stjórnun, einstaklingur, hópur, leiðtogahlutverk, verkalýðsfélag, peningar, störf, streita, hvetja dáða,	601.3
Developing istructional design, a step by step guide to success	Geri E. H. McArdle, Ph.D	1991	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04106	developing instructional design, presentation effectiveness, planning, preparing, conducting, evaluating	371.3
Building trust	Mary Galbreath Shurtleff, M.A., M.I.M.	1998	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04033	fostering trust, increase business, consequences not trusting, open up communication, improve service, people most important asset	658.4
Becoming an effective tutor	Lynda B. Myers	1990	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04105	tutor training handbook, communication, study skills, special needs student risk	372.2
Successful strategic planning	Stephen G. Haines	1995	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04103	start with backward thinking, mistakes strategic planningeducating organizing step, developing strategic plan, implement, facilitator ensure success	658.4

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Organization development	Lenny T. Ralphs, Ph.D.	1996	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04102	leadership, increase profitability, performance, productivity, competitiveness, internal change agents external consultants, organizational design specialist, creating managing change master, intervention strategies	
Managing personal change	Cynthia D. Scott,Ph.D.,M.P.H.; Dennis T. Jaffe,Ph.D	1989	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04101	change, change affects, transition periods, enhance personal power, build maintain positive attitude toward change	
Understanding organizational change	Lynn B. Fossum	1989	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04100	change, define role, change matrix, process change, support employees	658.0
ISO 9000, world wide quality standard	James G. Patterson	1995	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04099	documentation performance, benefits certification	658.4
Training managers to train	David K. Hayes, Ph.D.; Brother Herman E. Zaccarelli, C.S.C	1996	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04098	employee performance, training important, define job done, plan training, present training, evaluate training	658.3
Personnel testing, a managers guide	John W. Jones, Ph.D.	1994	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04097	beyond interview, professional testing, effective testing, employer´s rsponsibilities	658.3
Retaining your employees	barb Wingfield; Janice Berry	2001	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04096	employee retention, keeping employees happy, create enriching hard-to-leave workplace, feeling valued work, employees personal professional growth	658.4

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Rate your skills as a manager	Editors, Crisp Publication	1991	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04032	self-improvement, assessement profile, recognized management competencies rate skills, construct management skills profile	658.4
Coaching and counseling	Marianne Minor, M.S.W.	1989, 1996, 2002	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04095	leadership, benefits of coaching counceling workplase, characteristics effective coaches councelors, giving receiving feedback, action plan apply skills	372.0
Ethics in business	Robert B. Maddux; Dorothy Maddux	1989	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04093	supervising, ethical behavior, ethical approaches, employee disipline, personal value professional behavior, solving ethics-related business problems	174.4
Marketing your consulting or professional services	David Karlson, Ph.D.	1988		market niche, client-driven sales, client buying concideration. client driven marketing vs. seller driven marketing, planning, tactics, image, competition	658.8
Writing a human resources manual	Susan L. Brock; Sally R. Cabbell	1989	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04093	employee handbook, what to tell employees, policy summaries, review	658.3
Stop procrastinating: Get to work!	James R. Sherman, Ph.D.	1989	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04092	motivation, break procrastination, why delay postpone, techniques overcome procrastinating, good habits beat procrastination	

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Creativity in business	Carol Kinsey Goman, Ph.D.	1990, 2000	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04092	creativity, creativity potential, blocks blockbursters, confident innovative problem-solver, climate creativity	370.1
Getting hired, aguide for managers and professionals	Richard J. Pinsker,CMC	1994		right place right time, resume review process, interview makes, preparing for, passing test, endorsments	658.3
Plan B, converting change into career opportunity	Elwood N. Chapman	1989, 1993	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04092	life goals first, having plan, seven-step strategy, misconception about having plan, launching plan	658.3
Effective networking	Venda Raye-Johnson	1990	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04091	jobs & careers, establish goals, present yourself, communication and people skills, career management, knowledge expertise support base	370.1
The internal consultant	Marcia Meislin	1997	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04031	consultants, customer-supplier, tell people, less resistance, market yourself	658.4
Team consensus	Jon Scott; Eileen Flanigan	1996	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04090	teams, defining consensus, road to consensus, achive consensus, tolls techniques,	
Working in teams	Sandy Pokras	1997	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04088	teambuilding, unite team, sharing responsibility, depend each other, consencus making decisions	658.3

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Quality at work	Diane Bone; Rick Griggs	1989	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04087	quality consciousness, personal quality standards, oranization´s goals, "how to" quality, mention prevention, beginning to end	658.4
Career discovery program	Elwood N. Chapman	1988	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04086	career goals, career search, knowing yourself, conducting search, selecting specific areer, verification choice	370.1
Using visual aids	Claire Raines; Linda Williamson	1995	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04086	communication, visual aids, best medium, design presentation, color text	371.3
Effective meeting skills	Marion E. Haynes	1988, 1997	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04086	teambuilding, productive meetings, informational decisin-making, conflict constructive consequences, stimulate discussion, meeting problems	
Selecting and working with consultants	Thomas J. Ucko	1990	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04085	hiring, preparing,type of, bosses entrepreneurs	658.4
Managing anger	Rebecca R. Luhn,Ph.D.	1992	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04084	communication, old habits new alternatives, health angry feelings connection, personal professional, technique dealing angry people	658.4
Empowerment	Cynthia D. Scott,Ph.D.,M.P.H.; Dennis T. Jaffe,Ph.D	1991	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04083	empower, workplace, organization	
Sexual harassment in workplace	Juliana Lightle; Betsy Doucet	1992	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04030	diversity, guide, sexual harassment, policy, legal problems, associated with, create positive supportive workplase	658.3

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Personal counseling	Richard Knowdell; Elwood N. Chapman	1986, 1988, 1993	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04082	counseling, skills, technique	
Dealing effectively with the media	John Wade	1992	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04080	interviewing, media, contact	302.2
Developing self-esteem	Connie Palladino,Ph.D.	1989, 1994	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04079	motivation, positive success, learn risk change overcome fear, negative thinking patterns around	
Stress that motivates	Dru Scott,Ph.D.	1992	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04078	stress self-empoverment, motivation self-talk, spirit attitude, determine priorities, burnout signals, self-coaching	
Manageing change at work	Cynthia D. Scott,Ph.D.,M.P.H.; Dennis T. Jaffe,Ph.D	1989, 1995	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04077	leadership, leading people organizational transition, changing workplace, communicate	
Undrestandning leadership competencies	Patricia Guggenheimer; Mary Diana Szulc	1998	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04076	leadership, skills, compentenciesdevelop abilities	303.0
Delivering effective training sessions	Geri E. H. McArdle, Ph.D	1993	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04075	treining, manage fears, personal style, presentation elements, audience focusing	371.3
Creating learning organization	Barbara Braham	1995	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04074	change, learning organization, learning, success	
Coping with workplace change	J. Shep Jeffreys,Ed.D.	1995	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04073	change, loss grief, employee reaction, heal	658.3

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Working together	George Simons, Ph.D.; Amy J. Zuckerman	1989, 1994	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04029	diversity, succeeding, multicultural, organization, prejudicial, thinking, learn, language, workplace, culture, politics, gestures, body languages	658.4
50 one minutes tips for trainers	Carrie A. Van Daele	1995	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04072	determine training needs, construct lesson plan, communication skill speaking, enhance effectiveness, learner outcomes, adults learn, organize presentation, vaiety media	371.3
Thinking on your feet	Marlene Caroselli,Ed.D.	1992	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04070	communication, clearly convincingly, effectively customers, confidence difficult question handling, speaking audience, persona professional	650.1
50 one minutes tips to better communication	Philip E. Bozek,Ph.D.	1991, 1998	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04069	communication, business, manage meetings investment, writing speaking, presentation teleconferencing	658.4
The art of communicating	Bert Decker	1988, 1996	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04068	communication, interpersonal impact, behavioral skills, communication style, habits formed, peruasive communications,	370.1

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Wellness in the workplace	Merlene T. Sherman	1990	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04067	health, costs, disease, lifstyle, management issue, employee involment, nutrition, hypertension, stress management, fitnes, exercise, smoking, alcohol, drug, wight problems, accident prevention,	658.3
Successful self-management	Paul R. Timm,Ph.D.	1987, 1993	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04066	planning, psychologically personal effectiveness, personal goals, create life plan, priority list, defend against productivity killers	158.0
Successful self-management	Paul R. Timm,Ph.D.	1987, 1993	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04066	planning, psychologically personal effectiveness, personal goals, create life plan, priority list, defend against productivity killers	158.0
Personal time management	Marion E. Haynes	1987, 1994, 2001	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04065	productivity, set priorities, effective planning techniques, control time, personal energy	
Creative decision making	H. B. Gelatt,Ed.D.	1991	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04064	decision making, positive uncertanity, logical not always helpful, making godd decisions, unsertainity given factor, flexibility balance	
Preparing for your interview	Diane Berk	1990	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04063	interviewing, getting job you want, interviews different types, techniques, body language dress, negotiate salary	658.3

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
New employee orientation	Charles M. Cadwell	1988	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04028	guide, supervisors, techniques, permanent, part-time, employees, orientation, porgram, successful, orientation, organization	658.4
Finding your purpose	BarbaraJ. Braham	1991, 2003	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04062	self-improvement, personal fullfillment, life purpose meaning, eliminate self-defeating behaviors, use intuition	
Developing positive assertiveness	Sam R. Lloyd	1987, 1994, 2002	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04060	self-improvement, personal success, assertive behavior, relationships skills, assertive words, assertive confrontations	158.0
Employee suggestion systems	Robert L. Bassford,MBA; Charles L. Martin,Ph.D.	1996	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04059	boosting productivity profits, employees suggestions, suggestion system, essential organization, tuning essentials	658.3
Excellence in supervision	Rick Conlow	2001	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04058	supervising, respect support employees, coaching skills, communicate confidently employees, expectation hig performance	
Multipoint feedback	Debora Jude-York, Ph.D.; Susan L. Wise, M.A.	1997	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04057	leadership, feedback, team building, behavioral "blindspot", communication, catalyst for change, own objectives, roles and responsibility	658.4

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Effective presentation skills	Steve Mandell	1987, 1993, 2000	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04057	guide speaking better, conquer fear, public speaking, presentation well organized, visual aids, capture maintain audience, improving voice	
Rapid team deployment	Sandy Pokras	1995	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04056	team building, direction, organizing, dynamics, accelerating, wrap-up	
Managing negative people	S. Michael Kravitz, Ph.D.	1995	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04055	management, strategies success, negativity others, work home life joy, understand negativity sources, productivity morale	
Balancing home and career	Pamela J. Conrad	1986, 1990, 1995	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04054	self-development, time-management barriers, prioritize work leisure activities, productivity performance, build self-esteem	
Behavior-based interviewing	Terry L. Fitzwater	2000	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04027	hiring, right person, job, descriptions, requirments, interview, questions	658.3
Frá skóla til atvinnulífs	Gerður G. Óskarsdóttir	2000	Háskólaútgáfan	menntun, starf	370.17
Everything Bad is good for you	Steven Johnson	2005	Riverheads books, New York	Popular culture, Intellect	306
Learning , Rants, Raves and Reflections	Elliott Masie	2005	Pfeiffer. An Imprint of Wiley. 999 Market Street, San Francisco, CA 94103-1741	Organizational learning, employees training	658.3
Samningar og skjöl	Þórir Örn Árnason	2001	Bókaklúbbur atvinnulífsins	skjöl ,módel af ýmsum skjölum	340.2
Building the Learning Organization Mastering the 5 Elements for Corporate Learning	Michael J. Marquardt	2002	Davies Black Publishing	The learning organization, mastering the 5 elements for corporate learning	658.3

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Planning and Conducting Needs Assessments A Practical guide	Belle Ruth Witkin, James W. Altschuld	1995	Sage Publicatons Ltd, 6 Bonhill Street, London EC2A 4PU	Planning - Needs assessment	658.4
Með oddi og egg Stéttarfélög á Íslandi	Ingólfur Ingvarsson, Samúel Ingi Þórisson	2004	Útgáfufélagið Frúin ehf	Stéttarfélög	331.88
Giving and receiving feedback	Patti Hathaway,CSP	1990, 1998	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04053	communication, critical feedback, skills self-talk, constructive feedback, handle special problems	
Social intelligence The New Science of Success	Karl Albrecht	2006	Jossey-Bass, 989 Market Street, San Francisco, CA94103-1741	Social Intelligence Interpersonal relations, success	302.1
Ten Steps to A Learnig Orgsnization	Peter Kline , Bernard Saunders	1998	Great River Books 161 M Street Salt Lake City, Utah 84103	Organizational change, learning, effectiveness	658.4
Learing to Fly	Chris Collison, Geoff Parcell	2004	Capstone Publishing	Knowledge management,	658.4
The New Handbook of Counsseling	L.DiAnne Borders Lori L Brown	2005	Lawrence Erlbaum Associates	Conselors - Supervision	158.3
Becoming Adult Learners	Eleanor Deago - Severson	2004	Teachers College Press, 1234 Amsterdam Avenue, New York, NY 10027	Adult education, Funcitional literacy Continuing education	374.0
Learning 4 Sharing Manual for Adult Education Practitioners	Antra Carlsen, John Irons	2003	Nordic Council of Ministers		374.0
MI Resource Book for Teachers Finvoc Pilot Projects on Multiple Intelligences	Anne Jordan, FinVoc project	2003	Wit Desk Top Publishing		
The Complete Guide to the Learning Styles Inservice System	Rita Dunn, Kenneth Dunn	1999	Allyn & Bacon	Teachers, In service training	370.71

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Be your own coach	Barbara Braham,M.S.W., Chris Wahl,M.A.Ed.	2000	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04052	self-development, personal professional growth, define commitments keep them, greater self-confidence self awareness, power feelings moods reactions	
Kunskapers varde	Per Andersson, Andrreas Fejes	2005	Studentlitteratur, Lund		
En pafagel bland pingviner - en fabel om kreativitet och mod pa jobbet	BJ Gallagher Hateley, Warren H. Schmidt	2003	Kontrast Förlag AB		658.0
The European Programme Manager - The Link between Lifelong Learning and Learners	Royal Danish School of Education Studies, Denmark	2001	Verband Wienter Volksbildung	Life long learning.	374.0
Evaluating and Measuring Entrepreneurship and Enterprise Education	Ulla Hytti, Paula Kuopusjärvi and the Entreva - project team	2004	Small Business Institute	Enterprise, evaluation, training	
Bifrastarævintýrið og Jónasarskólinn	Jón Sigurðsson	1999	Samvinnuháskólinn á Bifröst	Bifröst	373,49
Sammenhold - tid og læring	Soren dupont	1999	Erhverfs- og voksenuddannelsesgruppen, Roskilde Universitetscenter, Box 260, 4000 Roskilde	Evaluering af MGU	646.7
Nyhedskatlog pædagogik og psykologi	Ýmsir höfundar	2004	Akademisk Forlag	almen læring, uddannelsessociologi	370.0

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Community, Education and social change	Ýmsir höfundar	1996	the Adult Education Research Group, Roskilde University Centre	Life long learning, modern Europe	
Developing self-esteem for students	Connie Palladino,Ph.D.	1990, 1994	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04051	guide personal success, self-esteem, risk change overcome fear, positive belief system, interpersonal communication,	370.1
På kanten af arbejdsmarkedet	Signe Mette Jensen & Mette Pless	1999	Selskabet til fremme af social debat, Nanssensgade 66, 1366 Kobenhavn	marginalisering, individualisering og aktivering	331.00
"Dejlige Piger" Evaluering af fire forsög med voksenerhvervsuddannelse på kontorområdet	Anders Siig Andersen	1996	Erhverfs- og voksenuddannelsesgruppen, Roskilde Universitetscenter, Box 260, 4000 Roskilde	voksenerhversuddannelse	374.0
Uddannelse: Vejen væk fra ensidigt , gentaget arbejede?	Christian Kjærsgaard & Ida Bering	1997	Arbejdsmiljöfondet, vermundsgade 38, 2100 Kobenhavn Ö	Uddannelse, redskab	374.9
Kort og Godt?	Uffe Lund & Kirsten Weber	2001	Erhverfs- og voksenuddannelsesgruppen, Roskilde Universitetscenter, Box 260, 4000 Roskilde	Klubuddannelse og klubarbejde	374.9

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Adult Education and The labour Market III	Ýmsir höfundar	1996	Adult Education Research Group, Roskilde University P.O Box 260 DK-4000 Roskilde Denmark School of Continuing Education, University of Leeds and ESREA	Adult education, Labour Market	374.0
Geisladiskur: Music for Motivation	Ýmsir höfundar	2003	ABT Music	Peak performance, task completion, organizing, morale boosting, inspiring action, increasing energy	
The Parallel Curriculum - A Design to Develop High Potential and Challenge High-Ability Learners	Carol Ann Tomlinson, Sandra N. Kaplan, Joseph S. Renzulli, Jeanne Purcell, Jann Leppien, Deborah Burns	2002	Sage Publicatons Ltd, 6 Bonhill Street, London EC2A 4PU	Curriculum, model, design, parallel	375.95
Creative Teaching Methods - Be an Effective Christian Teacher	Marlenen D. LeFever	2004 1985	Cook Communications Ministries, 4050 Lee Vance View, Colorado Springs, CO 80918	Roleplay, mime, simulation, storytelling	268.6
Making Instruction Work or skillbloomers - A step-by-step guide to designing and developing instruction that works	Robert F. Mager	1997 1988	CEP, 1100 Johnson Ferry Road, Suite 150, Atlanta, GA 30346		371.3
Mentoring	Gordon F. Shea	1992, 1997, 2002	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04050	leadership, succesessful mentor behaviors, unique role of mentor, effective mentoring style, agreements successful rewarding relationsship, mentee growth development	372.0

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Goal analysis - How to clarify your goals so you can actually achive them	Robert F. Mager	1997 1984 1983	CEP, 1100 Johnson Ferry Road, Suite 150, Atlanta, GA 30345		371.1
How to Turn Learners On... without turning them off - Ways to ignite interest in learning	Robert F. Mager	1997 1984 1986	CEP, 1100 Johnson Ferry Road, Suite 150, Atlanta, GA 30344		370.15
Measuring Instructional Results - or Got a Match? - How to find out if your instructional objectives have been achived	Robert F. Mager	1997 1984 1975	CEP, 1100 Johnson Ferry Road, Suite 150, Atlanta, GA 30343	Performances	371.26
Preparing Instructional Objectives - A critical tool in the development of effective instruction	Robert F. Mager	1962 1969 1983 1984 1997	CEP, 1100 Johnson Ferry Road, Suite 150, Atlanta, GA 30342	Objectives, performance, conditions, criterion	371.3
Analyzing Performance Problems - or Really Oughta Wanna - How to figure out why people aren´t doing what they should be, and what to do about it	Robert F. Mager, Peter Pipe	1983 1984 1997	CEP, 1100 Johnson Ferry Road, Suite 150, Atlanta, GA 30342	Performance, skill	658.31
Delivering Instruction to Adult Learners	Jeffrey A. Cantor	1992 2001	Wall&Emerson Inc., Six O´Connor Drive, Toronto, Canada M4K 2K1	Instructor, behavior model, communication, instructional, adult learning, instructional objectives, evaluation, lesson planning, methods, motivation	374.13

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Adult Learning Methods - A Guide for Effective Instruction	Michael W. Galbraith	1990 1998 2004	Krieger Publishing Company, Krieger Drive, Malabar, Florida 32950	Adult, teacher, learner, philosophical orientation, teaching style, design instruction, using learning styles, motivating, ethical reasoning, methods, distance learning, techniques, mentorship	374.11
Enhancing Adult Motivation to Learn - A Comprehensive Guide for Teaching All Adults	Raymond J. Wlodkowski	1999	Jossey-Bass. A Wiley Imprint. 989 Market Street, San Francisco, CA 94103-1741	Motivation, skills, adults, strategies, responsive teaching/learning	374.00
Workplace councelling	Michael Carroll	1996 1999 2002	Sage Publicatons Ltd, 6 Bonhill Street, London EC2A 4PU	Councelling, models, trends, debates, employee, evaluating, ethical issues, training, supervising	658.3
Conducting a need analysis	Geri E. H. McArdle, Ph.D	1999	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04049	surveillance, investigaton, analysis, report	371.3
Return on Investment - in Training and Performance Improvement Programs	Jack J. Phillips	2003	Butterworth-Heineman	ROI, measuring, model, collecting data, effects of training, data to monetary benefits, program costs, intangible measures,	658.3
The Bottomline on ROI - Basics, Benefits&Barriers to Measuring Training&Performance Improvement	Patricia Pulliam Philips	2002	CEP, 1100 Johnson Ferry Road, Suite 150, Atlanta, GA 30342	ROI, methodology	658.3
How to Measure Training Results - Practical Guide to Tracking the Six Key Indicators	Jack J. Phillips, Ron Drew Stone	2002	Th McGraw-Hill Companies, Permissions Department; 9th Floor; 2 Penn Plaza, New York, NY 10121-2298; USA	Measurement evaluationn, ROI model process, develop training objectives, costs	658.3
Dictionary of Occupational Titles		2004	JIST Publishing, Inc. 8902 Otis Avenue Indianapolis, IN 4216-1033	Education/Training Required,	331.70

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Situated Learning - Legitimate peripheral participation	Jean Lave, Etienne Wenger	1991 - 2003	Cambridge University Press, The Edinburg Building, Cambridge CB2 2RU, UK	Apprenticeship, situated learning, practice, social world, motivation	153,1
School to Work Projects & Applications - Learning Soft Skills through Technology	Dr. Linda Mallinson, Jane Fairfield	2004	DDC Publishing, Inc. 275 Madison Avenue, New York, NY 10016	Social, interpersonal, leadership skills, emerging technologies, ergonomics, health&safety, written&oral communication, wok ethics	374.13
Facilitating Corporate Solutions - Engaging Activities that Teach Teamwork and Other Interpersonal Skills	Darin Phillips	2003	www.darinphillips.com	Training activities, communication, leadership, customer service, teamwork, problem solving, performance improvement, soft skills	374.13
Dyslexia in Adults - Education and Employment	Gavin Reid, Jane Kirk	2001	John Wiley & Sons Ltd. Baffins Lane, Chichester, West Sussex PO19 1UD, England	Education employment, screening, assessement, support, training, workplace, learning, disaffection, defiance, depression, visualisation, kinesiology	362.1
Instant Case Studies - How to Design, Adapt and Use Case Studies in Training	Jean Barbazette	2004	Pfeiffer. An Imprint of Wiley. 999 Market Street, San Francisco, CA 94103-1741	Adult learning, identification, probblem solving, practice, application, coaching, customer service, effective writing, facilitation, influencing, needs assesement, new employ, supervision	658.3

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Personal Performance contracts	Roger Fritz	1987, 1993	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04048	relistic goals, success, strengths, job success, performance, analysis, objectives, progress, results, action plan, teamwork, checklist,	658.4
Planning Programs For Adult Learners - A Practical Guide For Educators and Staff Developers	Rosemary S. Caffarella	2002 sec. ed.	Jossey-Bass. A Wiley Imprint. 989 Market Street, San Francisco, CA 94103-1741	Planning programs adult, interactive model program planning, base support, developing, designing instructional plans, transfer-of-learning, evaluation, preparing budget marketing plans	374.19
Adults as Learners - Increasing Participation and Facilitating Learning	K. Patricia Cross	1981	Jossey-Bass. A Wiley Imprint. 989 Market Street, San Francisco, CA 94103-1741	Learning society, recruting adult learners, participate, model for learning, patterns of adult learning	374.19
e-Learning and the science of Instruction - Proven Guidlines for Consumers and designers of Multimedia Learning	Ruth colvin Clark, Richard E. Mayer	2003	Pfeiffer. An Imprint of Wiley. 999 Market Street, San Francisco, CA 94103-1741	e-learning, promise and pitfalls, learn, multimedia, presenting, audio, virtual, practice, examples, web, surfing, problem-solving skills	658.3
The Power of Critical Theory	Stephen D. Brookfield	2005	Jossey-Bass. A Wiley Imprint. 989 Market Street, San Francisco, CA 94103-1741	Critical theory, adult learning, learning, teaching	374.9
Instructional System Design Revisited - A Compendium of Selected Articles From PERFORMANCE IMPROVEMENT	Reviewed and selected by: Jeanne Strayer, CPT	2003	International Society for Performance Improvement. 1400 Spring Street. Suite 260. Silver Spring, MD 20910	ISD, instructional design, e-learning, analysis, design, development, curriculum, lesson, multimedia, converting classroom, learning, web, ROI	374.11

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Voksenpedagogikk - Modul 3 - Observasjon, veileding og kommunikasjon - ATH! Myndband fylgir	Geir Halland	2000	NKI Forlaget, Hans Burums vei 30.Postboks 111, 1341 Bekkestua	Observasjon, kommunikasjon, trygghet, selvbilde, veiledning,, arbeidslivet	370.0
Voksenpedagogikk - Modul 2 - Planlægging, gjennomføring og vurdering av opplæring - ATH! Myndband fylgir	Geir Halland	2000	NKI Forlaget, Hans Burums vei 30.Postboks 111, 1341 Bekkestua	Opplæringsbehov, arbeids- og læringsmiljø, undervisningsformer, voksne, vurdering, kvalitetsutvikling, lærerrollen, deltakeren	370.0
Voksenpedagogikk - Modul 1 - Sentrale emner i voksenpedagogikk - ATH! Myndband fylgir	Halvor Nordskog, Odd Popperud	2000	NKI Forlaget, Hans Burums vei 30.Postboks 111, 1341 Bekkestua	Voksenpedagogikk, læringsbegrepet, didaktikk, undervisning, læring, opplæring, vurdering, kvalitetsutvikling	370.0
Voksenpedagogikk - Kurslederhefte	Geir Halland	2000	NKI Forlaget, Hans Burums vei 30.Postboks 111, 1341 Bekkestua	Rammenplanen, studiet, voksenpedagogikk, målsetting, målgruppe, planlegging, igangsetting, kurs, læremidler, oppgaver, evaluering	370.0
Study skill strategies	Uelaine A. Lengefeld	1986, 1987, 1994	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04047	personal improvement, accelerate learning, manage time, powerful reading skills, master memory-enhancing techniques, organized concise notes	
Concept-Based Curriculum and Instruction	H. Lynn Erickson	2002	Corwin Press, Inc. A Sage Publication Company. 2455 Teller Road. Thousand Oaks, California 91320	Interpreting, standards, coherence, curriculum, designing, school, work, teachers	374.00

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
The Art of Evaluation	Tara Fenwick, Jim Parson	2000	Thompson educational publishing, Inc. Toronto	Evaluation, philosophy, planning, developing, strategy, technical skills, performance, conceptual knowledge, growth, relational skills	371.27
Contemporary Issues in Curriculum	Allan C. Ornstein, Linda S. Behar-Horenstein, Edward F. Pajak	2003 1999 1995	Pearson Education, Inc	Curriculum, philosphy, pedagogy, teaching, learning, instruction, supervison	375.00
Indicators for the Information Society in the Baltic Region				ICT, infrastructure, population, enterprises, sector, empoyee, production, foreign, trade, research	303.48
Beyond Rhetoric: Adult Learning Policies and Practices		2003	OECD	Adult learning, issues, patterns, participation, overview, motivations, promoting	379.12
Nordic Statistical Yearbook 2004	Edited: Frank Dahlgaard, Statistics Denmark	2004	Nordic Council of Ministers	Introduction, facts, statistics, education, labour market	314.8
Curriculum Studies in Post-compulsory and Adult Education - ATeacher´s and Student Teacher´s Study Guide	Mary Neary	2002, 2003	Nelson Thornes Ltd, Delta Place, 27 Bath Road, Cheltenham, GL53 7th,United Kingdom	Education, curriculum, model, reserch, adult, teaching, learning, course, design, evaluation, quality	374.0
Íslensk orðabók M-Ö		2003	Edda		
Making the most of being mentored	Gordon F. Shea	1999	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04046	mentoring, grow mentoring partnership, mentor can offer, become mentee, help manage self-development, pick mentor	372.0
Íslensk orðabók A-L		2003	Edda		
Orðaheimur	Jón Hilmar Jónsson	2004	JPV-útgáfa		
Orðastaður	Jón Hilmar Jónsson	2004	JPV-útgáfa		

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Gerð mælitækis til að meta yfirfærslu þjálfunar	Guðrún Jónsdóttir, Tryggvi Rúnar Jónsson	2002	B.A. -ritgerð í sálfræði nr. 1862	Þjálfun, yfirfærsla, yfirfærsluumhverfi,	
Multiple Intelligences and adult literacy - A sourcebook for practitioners	Julie Viens, Silja Kallenbach	2004	Teachers College Press, 1234 Amsterdam Avenue, New York, NY 10027	Multiple intelligence, basics, reflections, instruction, lessons, student, responses, practices	
Changing minds, The art and science of changing our own and other people´s minds	Howard Gardner	2004	Harvard Business School Press, Boston, Massachusetts	Mind, contents, forms, power, leading, population, institution, changing	153.8
Curriculum - Alternative approaches, ongoing issues	Colin J. Marsh, George Willis	2003 1999 1995	Merrill Prentice Hall, Upper Sadle River, New Jersey Columbus, Ohio	Curriculum, history, zpproaches, theorizing, development, planning, implementation, evaluation, assessment	375
Adventure in business - An I.M.M.E.R.S.I.O.N approach to training and consulting	Steve Butler, Ann Smolowe, Mark Murray, Jill Smolowe	1999	Pearson Custom Publishing, 160 Gould Street/Needham Heights, MA 02494	Consulting, experiental learning, contract, assessment, customization, leadership, design, toolbox, risk management	658.31
Managers as mentors - Building partnerships for learning	Chip R. Bell	2002	Berret-Koehler Publishers, Inc., 235 Montgomery Street, Suite 650, San Francisco, CA 94104-2916	Mentoring, surrendering, accepting, gifting, extending, condition, trust, students, risk	658.3
The business of listening	Diana Bonet	1988, 1994, 2001	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04045	communication, effective listening, listening skills, controlling emotional "hot buttons", impact good listening skills productivity, better listener	370.1
Defining and selecting key competencies	Edited: Dominique Simone Rychen, Laura Hersh Salganik	2001	Hogrefe & Huber Publishers, Rohnsweg 25, D-37085 Göttingen	Cmpetencies, defining, selecting, concept, psychological, education	646.7

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Key competencies - for a successful life and well-functioning society	Edited: Dominique Simone Rychen, Laura Hersh Salganik	2003	Hogrefe & Huber Publishers, 44 Battle Street, 4th floor, Cambridge, MA 02138	Competence, holistic model, key competencies, assessments	646.7
Att värdera kunskap, erfarenhet och kompetens - Perspektiv på validering	Per Andersson, Nils Åke Sjösten, Song-ee Ahn	2003	Myndigheten för skolutveckling	Validering, lärande, erfarenhet, kunskapsbedömning	
Lärande i arbetsliv och var dag	Red: Elisabet Jernström, Roger Sälsjö	2004	Brain Books AB, Box 344, 551 15 Jönkjöping	Lärandets förutsättningar, Yrkeskunnande lärtillfällen, Lärandeögonblick balans, Utveckling expertiskunskap, Överbrygga "vi" och "dom", Kunnande lärande IT-supportfunktionenIT-design, Slöjd och hantverk, Dansande kunskap, Lärares lärande	374.9
Vinnumarkaður 2002	Hagstofa Íslands	2003	Hagstofa Íslands	Atvinnuþátttaka, vinnuafl, aldur, menntun, hjúskaparstétt	331.00
Designing web-based training	William Horton	2000	John Wiley & Sons	Web-based training	658.3
Når mormor læser lektier	Erhvervs- og voksenuddannelsegruppen, Roskild Universitetscenter	1995	Undervisningsministeriet, ervervsskoleafdelingen	Voksen, uddannelse, pædagogik	
The winning trainer, winning ways to involve people in learning	Julius E. Eitington	1984, 1989, 1996	Gulf Publishing company, Book Division, P.O. 2608, Houston Texas 77252-2608	icebreaker, group, role playing	658.3
Effektiv innlärning	John M. Steinberg	1983	Utbildningsförlaget	neuro liguistic programming, suggestopedi, konfluens, samarbetsinlärning, ledarskap, pedagogisk checklista	

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Making humor work	Terry L. Paulsson,Ph.D.	1989	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04044	guide, improved morale, increased productivity, self-confidence and laugh, communication, disarming anger with humor, funny side improve sales, humor and creativity, laughter best medicine,	
Emotional intelligence works	S. Michael Kravitz, Ph.D.;Susan D. Schubert, M.A.	2000	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04026	communication, people, strategies, business, social, time, energy, emotions, communicate, flexibility, enthusiasm, teamwork	370.1
Designing instruction for adult learners	Gary J. Dean	1994	Krieger Publishing Company, P.O. Box 9542, Melbourne, FL 32902-9542	adult education model instructional, assessing developing skills, content knowledge, learner needs characteristics, assessment strategies, objectives, learning activities, evaluating learnes, instructional plan	
Starfslýsingar III, Almenn störf í framleiðslu og þjónustu	Ritstjóri: Gerður G. Óskarsdóttir	2001	IÐNÚ		370.9
Starfslýsingar II, Almenn störf í framleiðslu og þjónustu	Ritstjóri: Gerður G. Óskarsdóttir	2001	IÐNÚ		370.9
The ASTD Handbook of training design and delivery	Georg M. Piskurich; Peter Beckschi; Brandon Hall	2000	McGraw-Hill	comprhensive guide, creating delivering training programs, instructor-led, computer-based, self-directed	331.2
The career counsellor´s handbook	Howard Figler; Richard N. Bolles	1999	Ten Speed Press, P.P. Box 7123, Berkeley, California 94707	survive, prosper, counseling, assesment, motivation, values, spirituality	331.7

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Keeping up appearances, Workbook 12	Editor: Debbie Woodbury	2002	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04126	retail, maintaining store, lasting first impression, clean tidy, inventory merchandise, displays, customer feedback, dismantling display	658
Stocking the shelves, Workbook 11	Editor: Debbie Woodbury	2001	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04125	retail, monitoring inventory, inventory arrives, sale prices, shelves full product fresh, merchandise, damage done, vendors, stock	658
Promoting safety, Workbook 10	Editor: Debbie Woodbury	2000	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04124	retail, protecting company assets, safety first, stop accidents, common sense safety tool, policy checklist	658
Preventing loss, Workbook 9	Editor: Debbie Woodbury	2000	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04123	retail, protecting company assets, best interest, defence line, stock, prevention, fitting room, blowing whistle, robbed, fraud, shrinking stock	658
Successful lifelong learning	Robert Steinbach	1990, 2000	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04043	self development, tactics, high performance learning, skills speed change, selfdirected learner	
Competing the sales transaction, Workbook 8	Editor: Debbie Woodbury	2000	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04122	retail, selling, promoting, finishing touch, cash, checks, credit cards, wrap up, some help	
Closing the sale, Workbook 7	Editor: Debbie Woodbury	2000	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04121	retail, selling, promoting, sale, buying signal, suggesting	658

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Building the sale, Workbook 6	Editor: Debbie Woodbury	2000	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04120	retail, selling, promoting, customer loyality, merchandise, advertising, returns, sales techniques, gift giving, coming back	658
Build continuing relationship, Workbook 3	Editor: Debbie Woodbury	1999	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04117	retail, personalized customer service, customer´s trust, warranties, return poliscy, complaints graciously	
Meet your customers needs, Workbook 2	Editor: Debbie Woodbury	1999	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04116	retail, customer, resourceful, phone customers, commitment customer, special orders	658
Get to know your customer, Workbook 1	Editor: Debbie Woodbury	1999	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04115	retail, skill, career, representative, customer, customer needs, communication	658
Exhibiting at tradeshows	Susan A. Friedman	1992	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04114	promotion, people, productivity,	658.8
Winning the inner game of selling, How sports psychology turns ordinary salespeople into extraordinary salespeopl	Richard F. Gerson, Ph.D.	1999	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04113	sales, inner winner habits, positive attitude, positive self-image, communicating effectively, learning continually, setting goals, relaxing, visualizing	658.8
Preventing job burnout	Beverly A. Potter, Ph.D.	1987, 1996	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04042	stress management, transforming workpressure productivity, motivation enthusiasm, recognize avoid stressors, techniques handling burnout	658.3

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Quality customer service	William B. Martin, Ph.D.	1989, 1993, 2001	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04112	customer service, quality service important, handle complaints, difficult customers, anticipate needs	658.4
Telephone skills from a to z	Nancy J. Friedman	1995, 2000	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04111	customer service, telephone courtesies, etiquette cell phones, communicate, callers, voicemail, email	651.7
Building & closing the sale	Virden J. Thornton	1995, 2001	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04110	sales, questions objections confidence, rapport, techniques, ethical approach, probing questions	658.8
Sales training basics	Elwood N. Chapman	1986, 1988, 1992	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04109	attitude selling, selling game	658.8
the continuously improving self, Personal guide to TQM	Jeffrey E. Lickson, Ph.D.	1992	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04107	quality, people, psycho-social, emotions, values, beliefs, thought, intellect, improvement, continuous learning	
Attacking absenteeism, Positive solutions to an age problem	Lynn Tylczak	1990	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04106	abseteeism, organization, emulate, appreciate, ingratiate, stimulate, integrate, contemplate, delegate, employee	
Building a total quality culture	Joe Batten	1992	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04105	new leaders, quality possibilities, peak performance, winners grown	658.4
The x-ers & boomers, From adversaries to allies, diplomats guide	Claire Raines; Jim Hunt	2000	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04104	Lýðfræði, x-kynslóðin, eftirstríðsárakynslóðin.	331.2

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Job performance and chemical dependency, Guide for supervisors and managers	Robert B. Maddux; Lind Voorhees	1987	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04103	rehabilitation, locating help, intervention, rocognizing problem	658.3
Successful negotiation	Robert B. Maddux	1986, 1988, 1995	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04041	communication, win-win strategies tactics, negotiation opportunities attitudes, courage confidence personal professional life, negotiations techniques strategies, value compromise	
Benchmarking basics	James G. Patterson	1996	Crisp publication, 1200 Hamilton Court, Menlo Park, CA 04102	quality, improve performance, quality objectives, best processes	
Assessing needs in continuing education, An essential tool for quality improvement	Donna S. Queeney		Jossey-Bass	education, evaluation, assessment	374
Adventures in business	Steve Butler; Ann Smolowe; Mark Murray; Jill Smolowe	1999	Project Adventure, Inc.	consulting, learning cycle, assesment customization, leadership, design, risk management consideration	
First things fast, Handbook for performance analysis	Allison Rossett	1999	Jossey-Bass, A Wiley Imprint, 989 Market Street, San Francisco, CA 94103-1742	performance analysis basics, opportunities, communicating gather information, technology contributes, future	658.4
The big book of customer service training gameseadership games	Peggy Carlaw & Vasudha Kathleen Deming	1999	McGraw-Hill	employees training of customer service managemnt	658.0

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
All Learning is Self Directed	Daniel R. Tobin	2000	American society for training & development Publications Department, box 1443, Alexandria VA22313-2043	Organization learning Encourage	374.0
Promoting Emotional Intelligence in Organizationssafety, Workbook 10	Cary Cherniss & Mitchel Adler	2000	American society for training & development Publications Department, box 1443, Alexandria VA22313-2043	Intelligence, Emotional Training	658.3
Training Deign & Delivery	Geri E. H. McArdle, Ph.D	1999	American society for training & development Publications Department, box 1443, Alexandria VA22313-2043	trainer, training, manager	321.25
Skills for Life The national strategy for improving adult literacy and numeracy skills	Ýmsir höfundar	2001	DfES Publications	education , skills	646.7
Telling ain´t Training	Harold D. Stolovitch and Erica Keeps	2005	American society for training & development Publications Department, box 1443, Alexandria VA22313-2043	training, telling,learning	658.3
Training ain´t performance	Harold D. Stolovitch	2005	American society for training & development Publications Department, box 1443, Alexandria VA22313-2043	performace, training	658.3

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
The Accelerated Learning fieldbook	Lou Russel	1999	Jossey-Bass/Pfeiffer, A Wiley Company, 350 Sansome St., San Francisco, CA 94104-1342	Instructional Process, fast, flexible, fun	658.3
The Fifth Discipline	Peter M. Senge	1990	Bantam Doubleday Dell Publishing	work groups, discipline	658.4
Focus Groups as Qualitative Recearch	David. L. Morgan	1997	Sage Publicatons Ltd, 6 Bonhill Street, London EC2A 4PU	Focused group interviewing, Research-Methodolgy	300.0
Focus Groups a practical Guide for Applied Research	Richard a. Krueger & Mary anne Casey	2000	Sage Publicatons Ltd, 6 Bonhill Street, London EC2A 4PU	Focused group interviewing, Research-Methodolgy	381.6
Quicksilver	Karl Rohnke, Steve Butler	1995	Project Adventure, Inc.	games, leadership	300.0
S.U.M.O	Paul Mcgee	2006	Capstone Publishing		
Lilla ugglans tankebok	Ian Gilbert	2005	Brain Books AB, Box 344, 551 15 Jönkjöping	Skapandi hugsun, nýsköpun, heimspeki.	158
Gagnfræðakver handa háskólanemum	Friðrik H. Jónsson, Sigurður J. Grétarsson	2002	Háskólaútgáfan	Heimildarskráning, ritgerðarsmíð.	371,30
Live longer, work longer	Mark Keese	2006	OECD	Eldri í atvinnulífinu, atvinnustefna	361
Blink	Malcom Gladwell	2005	Little, Brown and Company	Decision making	153,4
Effective teaching and mentoring	Laurent A. Daloz	1986	Jossey-Bass Publishers	Mentoring in education, modivation in adult education	374,97
Læring	Knud Illeris	2006	Roskilde Universitetsforlag	Learning in working life	374
Focus groups 3rd edition	Richard a. Krueger & Mary anne Casey	2000	Sage Publicatons Ltd, 6 Bonhill Street, London EC2A 4PU	Focused group interviewing, Research-Methodolgy	361,6

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
A practical guide to needs assessment	Kavita Gupta	1999	Pfeiffer. An Imprint of Wiley. 999 Market Street, San Francisco, CA 94103-1741	Þarfagreining, greining fræðsluþarfa	658.3
Curious minds	Albert Tuijnman,Zenia Hellström	2001	Nordic Council of Ministers	Fullorðinsfræðsla, norðurlönd	374
Lateral thinking	Edward De Bono	1990	Harper Perennial	Lateral,thought and thinking	160,0
International migration outlook	OECD	2006	OECD	Innflytjendastefna, innflytjendur	371.9
Creativity games for trainers	Dr. Robert Epstein	1996	McGraw-Hill	Employees,training of problems, Creative thinking	658,3
Instructional design 3rd edition	Patricia L. Smith, Tillman J. Ragan	2005	Jossey-Bass Publishers	Instructional system design	371,3
Improving employee performance through appraisal and coaching 2nd ed.	Donald L. Kirkpatrick	2006	Amacom,a division of american management association.	How to improve employee performance	658,3
Learning by doing	Clark Aldrich	2005	Pfeiffer. An Imprint of Wiley. 999 Market Street, San Francisco, CA 94103-1741	Simulation methods,computer games, computer assisted instuction	371,39
Simulations and the future of learning	Clark Aldrich	2004	Pfeiffer. An Imprint of Wiley. 999 Market Street, San Francisco, CA 94103-1741	Internet education, Simulation methods,Instuctional system	371,33
Nordic Statistical Yearbook 2005	Frank Dahlgaard	2005	Nordic Council of Ministers	Nordic statistics 2005	
Voksenundervisningens veje & vildveje	Litha Christiansen , Sören Dupont	1996	FOFU,		
Odysseus:Secons language at the workplace	Chris Holland, Elwine Halewijn, Mathilde Grunhage-monetti	2003	Bachernegg, Kapfenberg.	Tungumálakennsla, annað tungumál	400

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Tekster om voksenlæring	Knud Illeris, Signe Berri	2005	Roskilde Universitetsforlag	fullorðinsfræðsla	370
Hvad der er godt for kvinder er godt for amu	Henning Salling Olesen , Annette Ramsöe	1991	Roskilde Universitetsforlag	Fullorðinsfræðsla, amu miðstöðvar, kvennasmiðjur	370
Een uddannelse tre historier	Henning Salling Olesen,Annette Ramsö , Kirsten Larsen	1992	Roskilde Universitetsforlag	Fullorðinsfræðsla, kvennasmiðjur	370
Fius Grunduddannelsesforsög	Kirsten Weber, Henning Salling Olesen	1994	Roskilde Universitetsforlag		
Ambivalens og erfaring	Kirsten Weber	1995	Roskilde Universitetsforlag	Kvennasmiðjur, kynjafræði, fullorðinsfræðsla	374
Videre voksne forteller om læring	Sturla Bjerkaker, Astrid Thoner	2004	Voksenopplæringsforbundet	Fullorðinsfræðsla, reynslusögur	370
Vi lär där vi lever	Lars-erik Axelsson	2004	Nationellt centrum för flexibelt lärande.		
Mailmål en språklig dräkt för folkbildande nätsamtal	Ove Rackner	2003	Nationellt centrum för flexibelt lärande.		
Flexibelt ärende-flexibel organisation	Staffan Hübinette	2004	Nationellt centrum för flexibelt lärande.		
Polarity Management Identifying and managing unsolvable problems	Barry Johnson	1996	HRD Press inc.	Management, problem solving, Industrial efficiency.	658,4
Completing the sales transaction workbook 8	Martha B. Moran. John Donnellan	2000	Crisp Publications	sölufræði	658
Build a continuing relationship workbook 3	Robert Taggart	1999	Crisp Publications		658

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Concepts of life history and biography:understanding lifelong learning?	Kirsten Weber	1999	Roskilde Universitetsforlag	Ævinám, símenntun	374
Almenkvalificering 8	Henning Salling Olesen,Knud Illeris, Kirsten Larsen,Lars Ulriksen,Vibeke Andersen Christian Kjærsgaard.	1995	Roskilde Universitetsforlag		
Kvalifikationer og levende mennesker 2	Henning Salling Olesen,Knud Illeris, Kirsten Larsen,Lars Ulriksen,Vibeke Andersen Christian Kjærsgaard.	1993	Roskilde Universitetsforlag		
Kvalifikationer en sögemodel 3	Henning Salling Olesen,Knud Illeris, Kirsten Larsen,Lars Ulriksen,Vibeke Andersen Christian Kjærsgaard.	1993	Roskilde Universitetsforlag		
Almenkvalificering på korte kurser 5	Knud Illeris, Lars Ulriksen, Niels Warring	1994	Roskilde Universitetsforlag		
Læring,udvikling og kvalificering 6	Knud Illeris	1995	Roskilde Universitetsforlag		
AMU faglærer 94,7	Lars Ulriksen	1995	Roskilde Universitetsforlag		
Kvalifikationskrav og uddannelsesmotivation	Christian Kjærsgaard	1996	Roskilde Universitetsforlag		

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Hvis jobben krever det.	Thorgeir Nyen	2006	Univeritetet i Stavanger	En analyse av sammenhengene mellom krav til basisferdigheter,faktiske basisferdigheter of deltakelse i læringsaktiviteter i norsk arbeidsliv.	
På lik linje?	Kjersti Lundrtræ og Egil Gabrelsen.	2006	Univeritetet i Stavanger	Om voksnes mastring av matematikk i dagliglivet.	
Digitale skillelinjer	NTNU VILL	2006	Univeritetet i Stavanger	Voksnes bruka av PC og Internett	
Lese-og tallforståelse, utdanning og arbeids-markedssuksess	Bernt Bratsberg, Torbjörn Hægeland og Oddbjörn Raaum	2006	Univeritetet i Stavanger	Inngår i en serie av norske delrapporter som tar utgangspunkt i den internasjonale kartleggingen av voksnes lese- og mestringskompetanse ALL (Adult Literacy and Life Skills)" - forord	
Å delta eller ikke delta	Liv Finbak og Heidi Engesbak	2006	Univeritetet i Stavanger	Om voksenes deltakelse i etter- og videreutdanning.	
Når voksne mangler grunnleggende ferdigheter	Vox	2006	Vox		
Lese- og mestringskompetanse i den norske voksenbefolkningen.	Egil Gabrielsen, Jan Haslund og Bengt Oscar Lagerström	2005	Univeritetet i Stavanger	Læsi, fullorðinsfræðsla	377
What got you here won't get you there.	Marshall Goldsmith	2007	Hyperion books	an a essential guide to help you eliminate your dysfunctions and move to where you want to go.	

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Perfect phrases for customer service	Robert Bacal	2005	McGraw-Hill	Perfect solutions for everyday buisness situations,includes simple,effective techniques that can help you meet even the most demanding customer needs.	338.4
The nordstrom way: the inside story of America's #1 customer service company	Robert Spector og Patrick D. McCarthy	1995	John Wiley & sons,Inc.	Takes an unusual look at the direct link between empowering your employees and creating a long term sustinable relationship whit your customers.	658,8
The big book of team building games.	John Newstrom & Edward Scannell	1998	McGraw-Hill	Quik games and fun activities for building morale, communication, and team spirit in your department or work group	658,4
The Mozart effect, tapping the power of music to heal the body, stengthen the mind and unlock the creative spirit.	Don Campbell	2001	HarperCollins	Listening to certain types of music can improve the quality of life in almost every respect.	153.4
Outstanding Lateral thinking puzzels	Paul Sloane and Des Machale	2005	Sterling Publishing	tónlistarþerapía, námsnálgun, námsörvun, námstækni.	793,7

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
The big book of customer service training games	Peggy Carlaw & Vasudha Kathleen Deming	1999	McGraw-Hill	Creative collection of training games, for your employees.	
The big book of humorous training games	Doni Tamblyn and Sharyn Weiss	2000	McGraw-Hill	Dozens of games on popular training topics from creativity to management skills to dealing with change.	658,3
Super service	Val and Jeff Gee	1999	McGraw-Hill	Seven keys to delivering great customer service.	658,8
Adult education trends and issues in Europe.		2006	Rue de la Concorde		374
Teach: teaching adult educaators in continuing and higher education		2006	Uniwersytet Mikolaja Kopernika		374
New adult vocational training concept (placing the user in the centre)		2004	Danish minestry of education.		
Milli menningarheima, um nám og kennslu nýbúa	Ingibjörg Hafstað	1994	Námsgagnastofnun	Um nám og kennslu nýbúa	371
Íslenska sem annað tungumál	Birna Arnbjörnsdóttir	2000	Námsgagnastofnun	Íslenska sem annað tungumál handbók fyrir kennara	
Photon U	Winholts, Kramer, Twyman Hixon	2001	Loose in the lab	Námsefnisgerð og kennslufræði.	372.5
Viltu læra íslensku?			Tefra film	Undirstaða íslensks talmáls er kennd.	

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Viltu læra íslensku? 1			Tefra film	Undirstaða íslensks talmáls er kennd.	
Viltu læra íslensku? 2			Tefra film	Undirstaða íslensks talmáls er kennd.	
Viltu læra íslensku? 3			Tefra film	Undirstaða íslensks talmáls er kennd.	
Challenges and opportunities in language education	Grima, Candelier, Fitzpatrick, Halink,	2003	Council of europian publishing	Tungumálanám, tungumálakennsla	400
Fiskur! Fangaðu orkuna og leystu aflið úr læðingi	Stephen Lundin, Harry Paul og John Christensen	2006	Salka	Bók um hugmyndakerfi sem hefur bætt starfsárangur og vinnugleði fólks víða um heim.	658.3
Fish! sticks	Stephen Lundin, Harry Paul og John Christensen	2002	Hyperion books	Frábær leið til að aðlagast breyttum tímum og halda vinnunni ferskri.	658.4
Fish! Catch the energy & release the potential.	Stephen Lundin, Harry Paul og John Christensen	2000	Hyperion books	Bók um hugmyndakerfi sem hefur bætt starfsárangur og vinnugleði fólks víða um heim.	658.3
The Fish! Pakki (kennslubók, verkefnabók og DVD diskur)			Charthouse learning		658.3
Kröfuharðir viðskiptavinir DVD		2006	Video og tölvulausnir.		
Kröfuharðir viðskiptavinir CD		2006	Video og tölvulausnir.		
Qualifications systems (bridges to lifelong learning)	OECD	2007	OECD	Votunn náms, hæfni, starfshæfni, ævinám	378.12
The tipping point	Malcom Gladwell	2002	Back bay books		302.2

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Så arbetar du med lärstilar	Lena Boström & Ingemar Svanteson	2007	Brain Books AB, Box 344, 551 15 Jönkjöping		374.0
Implementing E-learning	Jay Cross & Lance Dublin	2004	ASTD press	Strategy, marketing and implementation are kay to a successful deployment of e-learning.	
Leadership and the e-learning organization.	Susan Smith Nash	2006	Texture press	articles og leadership ,teaching, curriculum,	
Improving tourism and hospitality services	Eric Laws	2004	CABI Publishing	tourism, service, case, hospitality,	910.6
Returning to learning.	Catherine Dawson	2005	British Library cataloguing	Further edication, Distance, postgraduate, higher education.	
Hospitality with a heart	Joseph Koppel, Raphael R. Kavanaugh, Tom Dyke	2004	American association for higher education.	developing hospitality, community, assessing, service, service learning.	658.8
Highway to E.S.L	Rik Ruiter, Pinky Y. Dang	2005	iUniverse,2021 Pine lake road,Lincoln	Enskukennsla, tungumálakennsla	428
Diversity toolkit	William Sonnenschein	1999	McGraw-Hill	defining diversity, tools, understanding, team building.	658.3
Demos	John Steen Johansen	2007	Markku böök	Tankesmedjor, folkbuilding, europæisk perspektiv	321.8
techiniques for coaching and mentoring	David Megginson and David Clutterbuck	2005	Butterworth-Heineman	setting goals, people's behavior, committing.	371,1

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Panorama trends and skillneeds in tourism	Olga Stristska Ilina, Manfred Tessaring	2005	Luxembourg, office for official publications of the Eurpean communites	Ferðaþjónusta, þarfagreining, þjónusta	658.8
Starting a new job on the right foot: find the bathrooms first.	Roy J. Blitzer and Jacuie Reynolds - Rush	1999	Crisp publications	preparation, transition journal, confidens, strategy	650.1
Ledaren och gruppen om pedagogik i krisens tid	Bebs Reybekiel	1992	Utbildningsförlaget	arbetslösheten, arbetsföemedlaren, arbetslösa,	
Instruktion Metodik	John M. Steinberg	1991	Upab	Kennslufræði og aðferðir	372.5
Ledsagaren	Lotta Hellman	1991	Utbildningsförlaget	Kommunikationtrappan, förberedelsearbetet	
Curriculum and aims	Decker F. Walker and Jonas F. Soltis	1986	Teachers College Press, 1234 Amsterdam Avenue, New York, NY 10027	curriculum, perspectives, spezialized education, conceptualization,	375.0
Effective inlärning	John M. Steinberg	1983	Liber Kundtjänst	humanistisk pedagogik, inlärningsfaktorer,	374
Kundskaps ledning	Karl Erik Sveiby	1991	Affärsvälden förlag AB och Karl Erik Sveiby	proffset, förvalteren,	374
Reengineering the corporation	Michael Hammer & James Champy	1993	Harper Collins publishers	crisis, reenginering, enabling, rethinking.	658.4
The bordless world	Kenichi Ohmae	1990	Harper Collins publishers	Macroeconomics, equidistant, strategy, mentality,	337.0
The circle of innovation	Tom Peters	1997	Alfred A. Knopf,Inc	Revolution, intermediaery,	
The wisdom of teams	Jon R. Katzenbach & Douglas K. Smith	1993	McKingsey & company	Performance, discipine, curve, obstacles,	658.3

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Quality management and qualification needs 2	Johannes Köper & Hans Jürgen Zaremba	2000	Physica - Verlag	Guidelines, quality management,	658.4
The new realities	Drucker	1989	Heineman professional publishing	salvation,economy, post-business,	909.8
Evrópubandalagið	Gunnar G. Schram	1990	Háskólaútgáfan	yfirlitsrit, EFTA, Marshalláætlun, OEEC,	341.2
Kundskapsföretagets marknadsförning	Britt-Marie Ahrnell & Monica Nicou	1989	Författarna och Liber-Hermods	Kundskapsföretagets, consensus, kommuicera,	658.4
Kunskaps-företaget	Karl Erik Sveiby & Anders Risling	1986	Kristianstads Boktryceri AB	Kundskapsföretagets, consensus, kommuicera,	658.4
Higher education policy in Finland	Ministry of education	1998	Ministry of Education	Háskólamenntun, menntastefna.	300
Quality and practice in assessment	Marja Leena Stenström & Kati Laine	2005	Institute for Education	Starfsnaám, þarfagreining, vinnustaðanám.	370
Towards good practices	Marja Leena Stenström & Kati Laine	2006	Institute for Education	Starfsmenntun, námsmat.	371
Stjórnun og rekstur í ferðaþjónustu	Ingibjörg Sigurðardóttir	2007	Ferðamálad. Háskólans á Hólum	Rekstur, hestaleigur, hestaferðafyrirtæki, bókhald, viðskipaáætlanir, þjálfun, kvartanir.	338.4
Quantum reading the power to read your best	Bobbi Deporter, Mike Hernacki	2000	Learning forum publications	Námstækni og læsi	153.4
Quantum pathways Discovering your personal learning style	Bobbi Deporter, Mike Hernacki	2000	Learning forum publications	Námstækni og námsnálgun	153.4

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Quantum thinking Creative thinking planning and problem solving	Bobbi Deporter, Mike Hernacki	2000	Learning forum publications	Námstækni, skapandi hugsun og lausnir	153.4
Quantum writing How to write like a pro	Bobbi Deporter, Mike Hernacki	2000	Learning forum publications	Námstækni og skapandi skrif	153.4
Quantum notes whole-brain approaches to note taking	Bobbi Deporter, Mike Hernacki	2000	Learning forum publications	Glósutækni og námstækni	153.4
Quantum memory working magic with your memory	Bobbi Deporter, Mike Hernacki	2000	Learning forum publications	minni og námstækni	153.4
Validering I de nordiska länderna policy och praktik	Åsa Hult og Per Andersson	2008	Holmbergs í Malmö	Raunfærnimat og náms og starfsráðgjöf	378.4
Ungt fólk 2007 framhaldsskólanemar	Rannsóknir og greining	2007	Rannsóknir og greining	Menntun, menning, tómstundir, íþróttaiðkun, framtíðarsýn ungmenna í framhaldsskólum	305.2
How to run seminars & workshops	Robert L. Jolles	2001	John wiley and sons	vinnustofur, ráðstefnur, kennarar og þjálfarar	658.4
Twenty two theories	APS international	2005	APS International	Kenningar og kennsluaðferðir	374
Guidance for life working and learning in the third age.	Pamela M. Clayton, Silvana Greco, Martin Persson.	2007	Franco Angeli	Náms og starfsráðgjöf, Fullorðinsfræðsla	331
Teaching adults- with openness	Brita Lönstrup	2002	Nordens folkliga akademi	Fullorðinsfræðsla, kennsluaðferðir,	374
Læsi fullorðinna lesiðni og ritvenjur.	Elísabet Arnardóttir, Guðmundur B. Kristmundsson, Amalía Björnsdóttir	2006	Rannsóknarstofnun Kennaraháskóla Íslands	Læsi, ritun fullorðnir.	302.2

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Framtíðarsmiðjan - handbók nemenda	Ungir fumkvöðlar	2006	Ungir frumkvöðlar	Viðskipti, fyrirtæki, frumkvöðlar, ungt fólk.	658.4
Framtíðarsmiðjan - Handbók ráðgjafa opg kennara	Ungir fumkvöðlar	2006	Ungir frumkvöðlar	Handbók, ráðgjafara	658.4
Orðgnótt- Orðalisti í almennri sálarfræði	Guðmundur B. Arnkelsson	2006	Háskóla útgáfan	ensk-íslensk, íslensk-enskur orðalisti, Sálfræði.	150.3
Orðaskrá úr uppeldis og sálarfræði íslensk-ensk, ensk-íslensk.	Orðanefnd KHÍ	1986	Íslensk málnefnd	ensk-íslensk, íslensk-enskur orðalisti, uppeldisfræði, sálfræði.	370.3
Orðaskrá um skólamál og sálar og uppeldisfræði. Kennslufræði	Rannsóknarstofnun KHÍ	2003	Rannsóknarstofnun Kennaraháskóla Íslands	Aðferða og tölfræði, Markmið og markmiðssetning, mat og próffræði, kennslufræði.	370.3
Orðaskrá um skólamál og sálar og menntafræði. Mat og próffræði	Rannsóknarstofnun KHÍ	2000	Rannsóknarstofnun Kennaraháskóla Íslands	Aðferða og tölfræði, Markmið og markmiðssetning, mat og próffræði,	370.3
Orðaskrá um skólamál og sálar- og menntafræði, Markmið og markmiðasetning.	Rannsóknarstofnun KHÍ	1998	Rannsóknarstofnun Kennaraháskóla Íslands	Aðferða og tölfræði, Markmið og markmiðssetning, mat og próffræði,	370.3
Íslensk-dönsk og dönsk -íslensk vasa orðabók.	Halldóra Jónsdóttir	2006	Mál og menning	Orðabók	439
Ofbeldi í nánum samböndum	Ingólfur V. Gíslason	2008	Gutenberg	Fræðslubók	362
Ofbeldi í nánum samböndum(Heilbrigðiskerfið)	Ingólfur V. Gíslason	2008	Gutenberg	Fræðslubók	362

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Ofbeldi í nánum samböndum(Lögreglan)	Ingólfur V. Gíslason	2008	Gutenberg	Fræðslubók	362
Ofbeldi í nánum samböndum(Ljósmæður)	Ingólfur V. Gíslason	2008	Gutenberg	Fræðslubók	362
Ofbeldi í nánum samböndum (Félagsþjónustan)	Ingólfur V. Gíslason	2008	Gutenberg	Fræðslubók	362
A whole new mind.	Daniel H. Pink	2005	The Berkley Publishing group.	right brain, left brain, thinking.	158
Kvalitetens Beskaffenhed	Peter Dahler-Larsen	2008	Syddansk Universitetsforlag		658
Udspil om læring i arbejdslivet	Knud Illeris	2001	Roskilde Universitetsforlag	Nám í atvinnulífinu.	
Handbook of adult development and learning	Carol Hoare	2006	Oxford universty press		
Ungt fólk 2009 8. ,9, og 10. bekkur	Margrét Lilja Guðmundsdóttir, Álfgeir Logi Kristjánnsson, Inga Dóra Sigfúsdóttir Jón Sigfússon	2009	Rannsóknir og greining ehf	Menntun, menning, tómstundir, íþróttaiðkun, framtíðarsýn ungmenna á Íslandi	305.2
Ungt fólk 2009 5., 6. og 7. bekkur	Margrét Lilja Guðmundsdóttir, Álfgeir Logi Kristjánnsson, Inga Dóra Sigfúsdóttir Jón Sigfússon, Svandís Nína Jónsdóttir, Hrefna Pálsdóttir	2009	Rannsóknir og greining	Hagir og líðan barna á Íslandi, íþrótta- og tómstundaiðja, nám og skóli, samband við fjölskyldu og vini, lestur, miðlar og tækjaeign	305.2
Þátttaka í fræðslu á Íslandi.				vinnumarkaðsrannsókn, þátttaka	
Niðurstöður úr vinnumarkaðsrannsókn Hagstofunar 2003	Jón Torfi Jónasson og Andrea Gerður Dofradóttir	2009	Félagsvísindadeild íslands		374
ADD in the workplace. Choices, changes and challenges.	Kathleen G. Nadeau	1997	Routledge taylor & francis group.	Athyglisbrestur á vinnumarkaði.	331.5

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Assessment of student achievant	Norman E. Gronlund, C. Keith Waugh.	2009	Pearson Saddle River	Mat á námsárangri,	371.26
21st century skills learning for life in our times.	Bernie Trilling, Charles Fadel	2009	Jossey- Bass	Skills, competences, Innovatoie, Lykilhæfni, starfshæfni, færni	370.73
ADHD in adults what the science says	Russell A. Barkley, Kevin R. Murphy, Mariellen Fischer	2008	The Guilford press	ADHD, Athyglisbrestur í fullorðnum, ofvirkni	616.85
Hámarksárangur í námi með ADHD	Sigrún Harðardóttir og Tinna Halldórsdóttir	2008	Tinna Halldórsdóttir	ADHA, Athyglisbrestur, ofvirkni, nám	371.9
MS ritgerð: Viðhorf stjórnenda í verslun til færni miðaldra og eldra starfsfólks.	Guðfinna Harðardóttir	2008		Mannauðstjórnun, miðaldr, elda , starfsfólk	650
Hagsýn, framsýn og áræðin atvinnustefna	Samtök atvinnulífsins	2009	Samtök atvinnulífsins	Atvinnustefna, samtök atvinnulífins.	338.9
Facilitator´s pocketbook	John Townsend & Paul Donovan	2009	Management pocketbooks ltd		371.0
Coaching pocketbook	Ian Fleming & Allan J.D Taylor	2009	Management pocketbooks ltd		371.0
Trainer´s Pocketbook	John Townsend	2009	Management pocketbooks ltd		371.0
How do they know they know.	jane Vella, Paula Berardinelli, Jim burrow	1998	Jossey-Bass publishers		374
Everyone needs a mentor	David Clutterbuck	2009	Charterded institute of personel and development.		658.3
Learning Journals 2nd edition. A handbook for reflective practice and professional development.	Jennifer A. Moon	2006	Routledge taylor & francis group.		370.15

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
MA ritgerð, Að stíga skrefið í nám á nýjan leik að loknum raunfærnimati.	Auður Sigurðardóttir	2010	Háskóli Íslands	Raunfærnmat, að hefja nám að nýju.	371.4
Techniques for coaching and mentoring	David Megginson and David Clutterbuck	2009	Elsevier Ltd.	þjálfun, starfsfóstrun, skapandi hugsun	658.3
Coaching for performance, growing human potential and purpose, the principles and practice of coaching and leadership.	John Whitmore.	2009	Nicholas Brealey publishing		658.3
The tao of coaching	Max Landsberg	1996	Profile books.		371.0
Learner´s pocketbook	Paul Hayden	2009	Management pocketbooks ltd	verkfæri, ábendingar, námstækni.	371.3
Mat á námskeiðunum Aftur í nám og Skref til sjálfshjálpar í lestri og ritun.	Kná, Þóra Ásgeirsson	2009	Fræðslumiðstöð atvinnulífsins	lestrarörðugleikar, skriftarörðugleikar, Aftur í nám, lesblinda	
Íslensk málstefna	Mennta og menningarmálráðuneytið	2009	Mennta og menningamálaráðuneytið	Íslenska til alls, íslensk málanefnd.	
Portfolio Speak out!	Cecilia Nihlén & Laurie Gardenkrans	2000	Námsgagnastofnun	Kennslufræði, tungumálakennsla, námsefnisgerð	428.6
Mikilvægi þjónustugeirans fyrir íslenskan þjóðarbúskap.	Katrín Ólafsdóttir og Vilhjálmur Wiium	2006	SVÞ		338.4

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Einelti, aðferðir til að taka á einelti og koma í veg fyrir að það þrífist á vinnustað.	SÍB		Hans Otto Loldrup		302.3
Þjónusta, fjöregg viðskiptalífins	Margrét Reynisdóttir	2008	Kaxma	þjónusta, kvartanir, ábendingar.	658.8
Achieving consensus	Jon Scott; Eileen Flanigan	1996	crisp publications		658.4
Assessment matters in adult learning	Jlan Donley og Rosemary Napper	1999	Oxfordshire	Fullorðinsfræðsla, mat, námsmat, árangursmat, aðferðir	371.2
Dyslexía-Dyscalculía-Dysgraphía, hvernig geta nemendur nýtt hæfileika sína best í námi?	Elín Vilhelmsdóttir	2010		læsi, grundvallarfærni, lestrarerfiðleikar, námserfiðleikar	377
Dormant capital a research into the social expenses of low litaracy.	Wim Groot, Henriëtte Maassen Van den Brink,	2007	Stichting, Lezen & Schrijven	læsi, grundvallarfærni, lestrarerfiðleikar, námserfiðleikar	377
Low literate at work qualitive study into reading, writing and arithmetic tasks in the knowledge-based economy	A.A Smith, E. Bohnenn & A. Hazelzet.	2005	Stichting, Lezen & Schrijven	læsi, grundvallarfærni, lestrarerfiðleikar, námserfiðleikar	377
Effective teaching and learning, writing.	Sue Grief, Bill Meyer and Amy Burgess	2007	Publications NRDC	læsi, grundvallarfærni, lestrarerfiðleikar, námserfiðleikar	377
Writing: developing adult teaching and learning: Practitioner guides	Sue Grief and Jan Chatterton	2007	Niace	læsi, grundvallarfærni, lestrarerfiðleikar, námserfiðleikar	377

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Reading and writing foundation	Reading and writing	2009	Stichting, Lezen & Schrijven	læsi, grundvallarfærni, lestrarerfiðleikar, námserfiðleikar	377
Fjölmenning og skólastarf	Ritstjórar: Hanna Ragnarsdóttir og Elsa Sigríður Jónsdóttir	2010	Leturprent	Fjölmenning, kennslufræði, fjölmenningarsamfélög, skólastarf	371.2
Ábyrgð aðila sem standa fyrir félags- og tómstundastarfi fyrir börn og unglinga	Ragnhildur Helgadóttir	2010	Mennta og menningamálaráðuneytið		
A kick in the seat of the pants.	Roger von Oech	1986	Mountain view	Skapanbdi hugsun, hugmyndir, creative thinking, success	153.3
Expect the unexpected or you won´t find it.	Roger von Oech	2002	Berrett-Koehler publisher	Skapandi hugsandi, heimspeki, Heraclitus, Creative thinking	182.4
Thinkertoys, a handbook of creative-thinking techniques.	Michael Michalko	2006	Ten Speed Press, P.P. Box 7123, Berkeley, California 94707	Skapandi hugsun, hugkort, sköpunargáfa, creative ability in buisness, creative thinking.	650.0
What´s the use of lectures?	Donald A. Bligh	2000	Jossey - Bass	Fyrirlestrar, Kynningartækni, lectures, Presentation.	378.1
Visual meetings, how graphics,sticky notes & idea mapping can transform group productivity.	David Sibbet	2010	The Grove consultants international	Kynningartækni, hugkort, presentation, teams in the workplace, Buisness meetings, Visual communication.	658.4
Improving working as learning	Alan Felstead, Alison Fuller, Nick Jewson & Lorna Unwin.	2009	Routledge	Vinnustaðanám, verklegt nám, Organizational learning, Knowledge management, training of employees.	658.3

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
25 ways to motivate generation Y	Arthur M. Baldonado	2008	iUniverse,2021 Pine lake road,Lincoln	Lýðfræði, kynslóðabil,	658.3
Generations inc.	Meagan Johnson, Larry Johnson	2010	Amacom,a division of american management association.	Lýðfræði, kynslóðabil, Diversity in the workplace, management, Intergenerational relations, Intergenerational communication, Conflict of generations.	658.3
Improving workplace learning	Karen Evans, Phil Hodkinson, Helen Rainbird, Lorna Unwin	2006	Routledge, Taylor & Francis group.	Vinnustaðanám, verklegt nám, Organizational learning, Knowledge management, training of employees.	658.3
The Routledge international handbook of life long learning.	Peter Jarvis	2009	Routledge, Taylor & Francis group.	Símenntun, fullorðinsfræðsla, framhaldsfræðsla, Adult learning, Adult education.	374
Voksnes læreprocesser	Bjarne Wahlgren	2010	Akedemisk forlag	Fullorðinsfræðsla, færniþróun, framhaldsfræðsla, vinnustaðanám	658.3
MOJO, how to get it, how to keep it, how to get it back if you lose it.	Marshall Goldsmith with Mark Reiter	2010	Profile books.	Árangur, hamingja, velsæld,	651.1
Rework, change the way you work forever	Jason Fried & David Heinemeier Hansson	2010	Vermilion London	Stjórnun, árangur	658.1
The way we´re working isn´t working	Tony Schwartz, jean Gomes, Catherine McCarthy.	2010	Simon & Schuster	Frammistaða, hvatning, árangur, starfsmannastjórnun.	658.3
Evaluering og magt	Peter Dahler-Larsen	2006	Nörhaven book.	Námsmat, námsaðferðir	371.0

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Nye veje i evaluering	Peter Dahler-Larsen, Hanne Katrine Krogstrup	2009	Acedemica	Námsmat, hæfnismat og matsaðferðir.	371.0
5 minds for the future	Howard Gardner	2008	Harvard Business School Press, Boston, Massachusetts	Fjölgreindur, velgengni, frami, félagsfærni,	650.1
Think before it´s to late.	Edward De Bono	2009	Vermilion London	Skapandi hugsun, heimspeki, lausnir,	153.0
Empowerment evaluation principles in practice.	David M. Fetterman, Abram Wandersman	2005	The Guilford press	Námsmat, starfsmannastjórnun, hvatning, evaluation research, Organization, Industrial organization, Social systems, Employee empowerment, human service.	361.0
Assessing learning in the lifelong learning sector	Jonathan Tummons	2005	Learning matters	Námsmat, símenntun, fullorðinfræðsla, framhaldsfræðsla.	371.26
Prinviples and practice of assessment in the lifelong learning sector	Ann Gravells	2009	Learning matters	Námsmat, símenntun, fullorðinsfræðsla, framhaldsfræðsla,	374.1
Equality and diversity in the lifelong learning sector	Ann Gravells and Susan Simpson	2009	Learning matters	Símenntun, fullorðinsfræðsla, framhaldsfræðsla, jafnrétti, fjölmenning, Adult learning, Adult education,	374.0

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Learning online with games, simulations and virtual worlds.	Clark Aldrich	2009	Jossey -Bass	Námsleikir, tölvuleikir, hermar, Simulation methods, irtual reality in education, computer games, computer assisted instruction.	371.3
Gamestorming, a playbook for innovators, rulebreakers and changemakers.	Dave Gray, Sunni Brown, James Macanufo.	2010	O´Reilly media inc	Námsleikir, skapandi hugsun og færniþjálfun,	338.0
FUN inc. Why games are the 21st century´s most serius business	Tom Chatfield	2010	Virgin books.	Leikir, kennslufræði, tæknikunnátta.	338
Experience & education	John Dewey	1997	Touchstone, Rockefeller center, NY	Reynsla, menntun, kennslufræði,	370.1
SWITCH, how to change things when change is hard.	Chip & Dan Heath	2010	Random house business books	Breytingar, stjórnun, starfsmannastjórnun.	303.4
The complete guide to simulations & serious games.	Clark Aldrich	2009	Pfeiffer. An Imprint of Wiley. 999 Market Street, San Francisco, CA 94103-1741	Hermar, tölvuleikir, Simulated enviroment, electronic games.	371.3
What video games have to teach us about learning and literacy.	James Paul Gee	2007	Palgrave macmillan	Námsleikir, tölvuleikir,	338.0
The complete guide to simulations & serious games.	Ellen Dröfn Björnsdóttir	2006	Viðskiptadeild Háskólans á Akureyri	Menntun, laun, atvinnuástand.atvinnuþátttaka afkoma	330

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Annað tækifæri- í nám að nýju. Reynsla og líðan fullorðinna kvenna með litla formlega menntun sem hefja nám að nýju.	Rakel Steinvör Hallgrímsdóttir	2008	Félagsvísindadeild HÍ	Námsráðgjöf, konur og fullorðinsfræðsla	371.4
Project manager Memory Jogger	Paula Martin & Karen Tate	1997	Goal QPC		650
The Memory Jogger 2	Michael Brassard & Diane Ritter	1994	Goal QPC		650
The six sigma, memory jogger 2	Michael Brassard, Lynda Finn, Dana Ginn & Diane Ritter	2002	Goal QPC		650
The creativity tools memory jogger	Michael Brassard & Diane Ritter	1998	Goal QPC		650
Performance management a pocket guide for employee development.	James Rollo	2001	Goal QPC		650
The problem solving memory jogger	Michael Brassard, Carolyn Field, Fran Oddo, Bob Page, Diane Ritter & Larry Smith	2000	Goal QPC		650
Fræðslustjóri að láni	SVS, Landsmennt og Starfsafl	2011	SVS, Landsmennt og Starfsafls	Verkefnið Fræðslustjóri að láni.	370
Skills for green jobs	Cedefop	2010	Publications office of the europian union.	Starfsfærni, umhverfisvernd	371
Generation at work, managing the clash of veterans, boomers, xers and nexters in your workplace.	Ron Zemke, Claire Raines & Bob Filipczak.	2000	Amacom,a division of american management association.	Starfsmannastjórn, Lýðfræði og félagsfræði.	658.3

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Leiðarvísir fyrir matsaðila í raunfærnimati	Fjóla María Lárusdóttir	2010	Fræðslumiðstöð atvinnulífsins	Raunfærnimat, leiðarvísir	371.4
Aðdragandi og orskair falls íslensku bankanna 2008 og tengdir atburðir. Bindi 1	Rannsóknarnefnd Alþingis	2008	Rannsóknarnefnd Alþingis	Fall íslensku bankanna	332.1
Aðdragandi og orskair falls íslensku bankanna 2008 og tengdir atburðir. Bindi 2	Rannsóknarnefnd Alþingis	2008	Rannsóknarnefnd Alþingis	Fall íslensku bankanna	332.1
Aðdragandi og orskair falls íslensku bankanna 2008 og tengdir atburðir. Bindi 3	Rannsóknarnefnd Alþingis	2008	Rannsóknarnefnd Alþingis	Fall íslensku bankanna	332.1
Aðdragandi og orskair falls íslensku bankanna 2008 og tengdir atburðir. Bindi 4	Rannsóknarnefnd Alþingis	2008	Rannsóknarnefnd Alþingis	Fall íslensku bankanna	332.1
Aðdragandi og orskair falls íslensku bankanna 2008 og tengdir atburðir. Bindi 5	Rannsóknarnefnd Alþingis	2008	Rannsóknarnefnd Alþingis	Fall íslensku bankanna	332.1
Aðdragandi og orskair falls íslensku bankanna 2008 og tengdir atburðir. Bindi 6	Rannsóknarnefnd Alþingis	2008	Rannsóknarnefnd Alþingis	Fall íslensku bankanna	332.1
Aðdragandi og orskair falls íslensku bankanna 2008 og tengdir atburðir. Bindi 7	Rannsóknarnefnd Alþingis	2008	Rannsóknarnefnd Alþingis	Fall íslensku bankanna	332.1

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Aðdragandi og orskair falls íslensku bankanna 2008 og tengdir atburðir. Bindi 8	Rannsóknarnefnd Alþingis	2008	Rannsóknarnefnd Alþingis	Fall íslensku bankanna	332.1
Aðdragandi og orskair falls íslensku bankanna 2008 og tengdir atburðir. Bindi 9	Rannsóknarnefnd Alþingis	2008	Rannsóknarnefnd Alþingis	Fall íslensku bankanna	332.1
Vinnuvistfræði fyrir sjómenn	Magnús H. Ólafsson	2004	Siglingastofnun	Vinnuvistfræði, sjómenn	331.25
The naked presenter	Garr Reynolds	2011	New riders, Berkeley	Kynningartækni, kennsla	658.4
Slide:ology, the art and science of creating great presentations.	Nancy Duarte	2008	O´Reilly media inc	Kynningartækni, kynningarforrit, sjónrænt efni	658.4
The back of of the napkin, Solving problems and selling ideas with pictures	Dan Roam	2009	Marshall Cavendish, Lonsdon	Lausnir, kynningartækni.	658.4
Business model generation	Alexander Osterwalder & Yves Pigneur	2010	John Wiley & sons, New Jersey	Viðskiptamodel, kynningartækni, skapandi hugsun, hugkort	658.4
Unfolding the napkin, the hands on method for solving complex problems with simple pictures.	Dan Roam	2009	Penguin Group	Lausnir, kynningartækni.	658.4
Cultures and orginazations, software of the mind.	Geert Hofstede, Gert Jan Hofstede, Michael Minkov.	2010	McGraw-Hill	Alþjóðasamstarf, alþjóðasamvinna, menningarheildir, alþjóðleiki.	306

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Real leaders don´t do powerpoint, how to speak so peiple listen!	Christopher Witt with Dale Fetherling	2009	Great Britain	Kynningartækni, ræðumennska	658.4
The presentation secrets of Steve Jobs, how to be insanely great in front of any audience.	Carmine Gallo	2010	McGraw-Hill companies	Kynningartækni	658.4
Resonate	Nancy Duarte	2010	John Wiley & sons. New Jersey	Kynningartækni, ræður.	658.4
European perspectives on learning at work, the acquisition of work process knowledge.	Cedefop	2004	Office for the official publications of the european communiteas.	Starfsfræðsla, starfsfærni, vinnustaðanám	374
Promoting lifelong learning for older workers.	Cedefop	2006	Office for the official publications of the european communiteas.	Ævinám, símenntun, eldriborgarar, starfsfærni,	374
Lifelong learning: citizens´ views in close-up.	Cedefop	2004	Office for the official publications of the european communiteas.	Lykilfærni, starfsfærni, ævinám, símenntun,	374
Peer review increasing employment of older workers through Lifelong Learning. Final report	Loka skýrsla Mutual learning programme.	2007		Ævinám, eldriborgarar, símenntun, atvinnustefna.	374
European Situation report: adult education as a bridge to integration	M.E.I.N			Innflytjendasetfna, ævinám, símenntun, fullorðinsfræðsla.	305

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
A guide to good practice in age management.	Gerhard Naegele, Alan Walker	2006	European founation for the improvement of Living and working conditions.	Menntastefna, eldriborgarar, ævinám, starfsfærni.	374
Where are the Resources for Lifelong learning. Education ans skills.	OECD	2000	OECD	Ævinám, símenntun, menntasetfna	374
The Well-being of nations. The role of human and social capital.	OECD	2001	OECD	Mannauður, félagsauður, þjóðarhagfræði	320
Managing vocational training systems, a handbook for senior administrators.	Vladimir Gasskov	2000	International Labour office	Starfsmenntastefna, starfsfærni	371.4
The Roles of evaluation for vocational education and training	W. Norton Grubb, Paul Ryan	1999	International Labour office	Starfsmenntun, námsmat, starfsþjálfun	373
Innovating schools				Nýsköpun, skólastefna, menntastefna	370
What schools for the future? Education and skills.	OECD	2001	OECD	Skeólastefna, menntastefna, námsfærni, lykilfærni	370
Economics and finance of lifelong learning.	OECD	2001	OECD	Símenntun, menntastefna	374
Learning from experience, a gendered approach to social protection for workers in the informal economy.	Frances Lund and Smita Srinivas	2000	International Labour office	Misrétti, vinnuafl, kynjafræði, hagkerfi	331

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Teaching, learning and assessment for adults, improving foundation skills.	Janet Looney	2008	OECD	Kennsla, nám, námsmat og fullorðinsfræðsla	374
Þörf atvinnulífsins fyrir þekkingu, Rannsóknarþjónusta Háskólans	Rannsóknarþjónusta Háskóla Íslands, Starfsmenntafélagið	1996	Háskóli Íslands	Þarfagreining, starfsfærni, starfsmenntun	338
Gullnar töflur í grasi, símenntun fyrir alla	Norræna ráðherranefndin	1995	Norræna ráðherranefndin	Símenntun, fullorðinsfræðsla	374
Menntun í Evrópu mismunandi kerfi, sameiginleg markmið ársins 2010		2010	Mennta og menningamálaráðuneytið	Mennatstefna, menntakerfi	370
Leonardo da Vinci tilraunaverkefni áhrif á starfsmenntakerfið. Árangur og áhrif Leonardo da Vinci. Ráðstefna 23.-24. mars 2000	Erla Guðjónsdóttir og Ingibjörg Björnsdóttir	2000	Háskóli Íslands	Fullorðinsfræðsla, starfsfærni, starfsmenntun, starfsnám,	374
Leonardo da Vinci Mannaskipti áhrif á starfshæfni	Hildur Björk Svavarsdóttir	2000	Háskóli Íslands	Mannahskipti, starfsfræðsla, starfsfærni,	374
Devilish details, devoloping the new framework for achievement.	Peter Wilson	2004	National Institute of adult continuing education.	Viðmiðunarrammi, fullorðinsfræðsla, menntastefna	374

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
All accreditation quality mark, quality assurance for providers of non-accredited learning. Evaluator Handbook				Gæðanet, fullorðinsfræðsla	374
All accreditation quality mark, quality assurance for providers of non-accredited learning. Provider Handbook				Gæðamat, fullorðinsfræðsla	374
All accredition quality mark, background & guidelines.				Gæðamat, fullorðinsfræðsla	374
Learning and training for work in the knowledge society	International labour office	2003	International Labour office	Starfsmenntun, starfsfræðslu, mannauður	373
Overcoming exclusion through adult learning.	OECD	1999	OECD	Mísrétti, samloðun, fullorðinsfræðsla, mismunun.	361
Nordic statistical yearbook 2005	Norden council of ministers	2005	Norden council of ministers	hagtölur	314
Færnikröfur starfa framvinduskýrsla 1 staða haustið 1996	Gerður G. Óskarsdóttir, Gylfi Einarsson og Valdís Eyja Pálsdóttir	1996	Háskóli Íslands	Þarfagreining, færnikröfur, starfsfærni.	338
Færnikröfur starfa framvinduskýrsla 2 staða haustið 1997	Gerður G. Óskarsdóttir og Guðbjörg Daníelsdóttir	1997	Háskóli Íslands		338
Færnikröfur starfa framvinduskýrsla 3 staða í lok árs 1998	Gerður G. Óskarsdóttir og Hildur B. Svavarsdóttir	1999	Háskóli Íslands		338

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Færnikröfur starfa framvinduskýrsla 4 staða í lok árs 1999	Gerður G. Óskarsdóttir og Hildur B. Svavarsdóttir	2000	Háskóli Íslands		338
Færnikröfur starfa, umsjónarmaður bygginga - húsvörður Starfsgreining 1	Gerður G. Óskarsdóttir	1997	Háskóli Íslands		338
Aðgengi að faglegri símenntun og þjálfun				símenntun, fullorðinsfræðsla, starfsmenntun	374
Vocational education and training in Iceland	CEDEFOP	2000	CEDEFOP	starfsmenntun, starfsfræðslu, starfsfærni	373
The golden riches in the grass	Norræna ráðherranefndin	1995	Norræna ráðherranefndin		370
The platform philosophy	Tue Freltoft & Jörgen Kay	2008	AMU - international of Copenhagen	Samlegðaráhrif, fullorðinsfræðsla	370
Tradition og vision i nordisk folkeoplysning.	Nordens folkliga akademi.	1998	Nordens folkliga akademi.	Lýðfræðsla, lýðháskólar	374.8
Grundtvig & Europe	Grundtvik	1996	Grundtvig	Menntamál, fullorðinsfræðsla	374
Achievement is non-accredited learning for adults with learning difficulties.	Liz Maudslay & Christine Nightingale.	2004	National Institute of adult continuing education.	Námserfiðleikar og námsárangur	377
Catching the tide	Cheryl Turner, Alan Tuckett	2003	National Institute of adult continuing education.	óformlegt nám, vottun náms	374

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Moving on with confidence, perceptions of success in teaching and learning adult literacy.	Jan Eldred	2006	National Institute of adult continuing education.	Læsi, lestrarkennsla, fullorðinsfræðsla.	377
Erhvervsrettet efteruddanelse i Danmark	Sören P. Nielson	1995	ACIU, Arbejdsmarkedets center for internationale uddannelseakvitveter	starfsfræðsla, endurmenntun, starfsmenntun	374
A question of value, achievement and progression in adult learning	Veronica McGivney	2002	National Institute of adult continuing education.	Fullorðinsfræðsla, gæði	370
Ný norræn dagskrá - svar við skýrslu aldamótanefndar	Norræna ráðherranefndin	2001	Norræna ráðherranefndin	Alþjóðasamvinna, norræn samvinna,	327
Towards the end of teaching?				Fullorðinsfræðsla, kennslufræði, kennsluaðferðir	374
Åctive Learning and ageing at work: New vision and opportunities for older workers in the Nordic countries	NVL		NVL	Símenntun, eldri í atvinnulífinu, ævinám	374
5 star service How to deliver exceptional customer service.	Michael Heppell	2010	Pearson education limited	þjónusta, kvartanir, ábendingar.	658.8
Researching transitions in lifelong learning.		2009	Routledge	fullorðinsfræðsla,	374

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Brain based learning, the new paradigm of teaching.	Eric Jensen	2008	Corwin Press, Inc. A Sage Publication Company. 2455 Teller Road. Thousand Oaks, California 91320	Kennslufræði, kennsluaðferðir.	370.15
How the brain learns	David A. Sousa	2006	Corwin Press, Inc. A Sage Publication Company. 2455 Teller Road. Thousand Oaks, California 91320	Kennslufræði, kennsluaðferðir.	370.15
A whole new mind.	Daniel H. Pink	2008	Marshall Cavendish	right brain, left brain, thinking.	158
Drive	Daniel H. Pink	2009	Cannongate Books	hvatning, starfshvatar, motivation	158
Made to stick	Chip Heath, Dan Heath	2008	arrow books	sálfræði, minni, memetics	302.2
The Fundamentals of Workplace Learning	Knud Illeris	2011	Routledge	vinnustaðanám, starfsnám, starfsfærni, þekkingar-fyrirtækið,námsaðferðir	658.3
The lazy teacher´s handbook	Jim Smith	2010	Crown House publishing Ltd	kennsla, nám, kennsluaðferðir, kennslufræði	370
Evidence Based Teaching	Geoff Petty	2009	Nelson Thornes Ltd, Delta Place, 27 Bath Road, Cheltenham, GL53 7th,United Kingdom	kennslufræði, árangursrík kennsla-námsskrá-kennslustjórnun og árangursríkt nám	370.15
Visible Learning	John A .C. Hattie	2009	Routledge	árangursríkt nám,árangursrík kennsla,árangursríkur kennari, langtíma rannsóknir.	370.15

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
on intellignece	Jeff Hawkins	2004	St. Martin´s Griffin	Brain, intellect, heili,greind,gervigreind	612.8
Ungt fólk 2011		2011	Rannsóknir og greining	Menntun,menning,tómstundir, hagir og líðan nemenda í 5,6 og 7. bekk	305.02
Key Data on Learning and Innovation through ICT at School in Europe 2011		2011	Education,Audiovisual and Culture Executive Agency	Nýsköpun, menntastefna	370
Veljedning í fællesskaber	Rie Thomsen	2009	Studie og Erhverv	Náms- og starfsráðgjöf, námsaðstoð og ráðgjöf	371.42
Innovative læreprocesser i praksis et udviklingsforlöb	Maria Marquad	2009	Nordiska ministerradet	Fullorðinsfræðsla,namsaðferðir,kensl u-fræði,kennsluaðferðir,endurmenntun	370
Learning for jobs		2010	OECD publishing	Starfsnám, starfsmenntun, starfsfræðsla ,vinustaðanám	374
Literacy,Numeray and Problem Solving in Technology-Rich Environments		2012	OECD publishing	Læsi, talnatök, lausnir, tölvunotkun til lausna	377
What the dog saw	Malcom Gladwell	2009	Little, Brown and Company	Umhugsunarefni,lisitr, menning	814
Differentiated coaching	Jane A.G. Kise	2006	Crowin Press	Kennsluþjálfun,starfsþjálfun, kennsla	370.71
Evocative coaching	Bob & Megan Tschannen-Moran	2010	Jossey-Bass A Wiley imprint	Kennsluþjálfun,starfsþjálfun, kennsla	370.71

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Ungt fólk 2012		2012	Rannsóknir og greining	Menntun,menning,íþróttir,tómst.,hagir og líðan nemenda í 8,9, og 10. bekk	305.02
Fíkniefnasjúkdómar og samskipti	Jóna Margrét Ólafsdóttir	2012	Lifandi ráðgjöf	Meðvirkni, erfiðir nemendur	362
Anerkendelse af realkompetencer	Kirsten Aagaard og Anna Marie Dahler	2011	Via systime	Raunfærnimat, vottun	371.4
Signars local action-success stories in sustainability		2011	The ideas bank	Færni til framtíðar, sjálfbærni	330
Social partners: out with early exit.	Social partners / NVL	2011	Oriveden kirjapaino in Orivesi	Náms- og starfsráðgjöf, eldri á vinnumarkaði, ævinám,annað tækifæri	374
Promoting puality of guadience for adults in the Nordic countries	Voice of users / NVL	2011	Oriveden kirjapaino in Orivesi	Starfsráðgjöf, vocalional guidance, námsráðgjöf	331
Skipulagsfærni, verkefni,vegvísar og viðmið	Helgi Þór Ingason/Haukur Ingi Jónasson	2012	JPV útgáfa	Verkefnastjórnun,fyrirtæki,félagasamtök,stofnanir	658,4
Samskiptafærni, samskipti,hópar og teymisvinna	Helgi Þór Ingason/Haukur Ingi Jónasson	2012	JPV útgáfa	Samskipti, mannauðsstjórnun,verkefnastjórnun	658,4
Stefnumótunarfærni markmið,stefna og leiðir	Helgi Þór Ingason/Haukur Ingi Jónasson	2012	JPV útgáfa	Stjórnun, stefnumótun	658,4
Leiðtogafærni	Helgi Þór Ingason/Haukur Ingi Jónasson	2012	JPV útgáfa	Stjórnun, hagnýt sálfræði, leiðtogar	650,1
Aðalnámskrá Grunnskóla	Mennta og menningarmálráðuneytið	2012	Mennta og menningamálaráðuneytið	Jafnrétti-læsi-lýðræði-sjálfbærni-heilbrigði og velferð-sköpun	372

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Aðalnámskrá framhaldsskóla	Mennta og menningarmálráðuneytið	2012	Mennta og menningamálaráðuneytið	Jafnrétti-læsi-lýðræði-sjálfbærni-heilbrigði og velferð-sköpun	372
Terminology of vocational training policy	Philippe Tissot	2004	CEDEFOP	orðasafn fyrir stækkaðri Evrópu	373
Aðkona stéttarfélaga að menntun og þjálfun starfsfólks á vinnumarkaði og Bologna ferlið	Sigurður Albert Ármannsson	2012	Viðskiptadeildfræðideild Háskóla Íslands		650
Personal profile & support for learners	PPS partnership	2007	Florida edicions	Náms- og starfsráðgjöf fullorðinsfræðsla	371,4
Transferability of Skills across Economic Sectors	European comission	2011	European union	yfirfærsla á námi, fullorðinsfræðsla	374
Uppfærum Ísland	Samtök atvinnulífsins		Samtök atvinnulífsins	stefnumótun, starfsfræðsla,starfsnám	658,4
Viðhorf til menntunar og námsþarfir á Austurlandi	Kristín María Magnúsdóttir og Sveinbjörn Jónasson	2010	Þekkingarnet Austurlands	þarfagreining / fullorðinsfræðsla	338
Recognition of prior learning	Irene Sheridan og Dr Margaret Linehan	2009	CIT Press	raunfærnimat / fullorðinsfræðsla / framhaldsfræðsla	371,4
Schooling in the workplace	Nancy Hoffman	2011	Harvard education Press	brottfall-vinnustaðanám-starfsendurhæfing	658,3
Gátt 2004	Fræðslumiðstöð atvinnulífsins	2004	Svansprent	Fullorðinsfræðsla og starfsmenntun á Íslandi. Raunfærnimat	374

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Gátt 2005	Fræðslumiðstöð atvinnulífsins	20042005	GuðjónÓ	Kennslufræði. Fulllorðinsfræðsla og starfsmenntun	374
Gátt 2006	Fræðslumiðstöð atvinnulífsins	2006	GuðjónÓ	Námsnálgun og fjölbreytileiki. Fullorðinsfræðsla og starfsmenntun	374
Gátt 2007	Fræðslumiðstöð atvinnulífsins	2007	GuðjónÓ	Mat. Fullorðinsfræðsla og starfsmenntun	374
Gátt 2008	Fræðslumiðstöð atvinnulífsins	2008	GuðjónÓ	Gæði. Fullorðinsfræðsla og starfsmenntun	374
Gátt 2009	Fræðslumiðstöð atvinnulífsins	2009	GuðjónÓ	Vinnumarkaðurinn. Fullorðinsfræðsla og starfsmenntun	374
Gátt 2010	Fræðslumiðstöð atvinnulífsins	2010	Litróf ehf	Þátttaka í fræðslu og námi. Ráðgjöf og raunfærnimat	374
Gátt 2011	Fræðslumiðstöð atvinnulífsins	2011	Litróf ehf	Nýsköpun og nýjungar. Ráðgjöf og raunfærnimat.	374
Gátt 2012	Fræðslumiðstöð atvinnulífsins	2012	Litróf ehf	Atvinnulífið og vinnumarkaðurinn. Fullorðinsfræðsla og starfsmenntun.	374
Fagintegreret læseundervisning for kortuddannede voksne.	Ina Borstrøm og Dorthe Klint Petersen	2012	Rosendahls - Schultz Grafisk	Læsi, grunnleikni, basic skills, faglæsi	377

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Reading and writing foundation	Reading and writing	2009	Stichting, Lezen & Schrijven	læsi, grundvallarfærni, lestrarerfiðleikar, námserfiðleikar	377
Dormant capital a research into the social expenses of low litaracy.	Wim Groot, Henriëtte Maassen Van den Brink,	2007	Stichting, Lezen & Schrijven	læsi, grundvallarfærni, lestrarerfiðleikar, námserfiðleikar	377
Low literate at work qualitive study into reading, writing and arithmetic tasks in the knowledge-based economy	A.A Smith, E. Bohnenn & A. Hazelzet.	2005	Stichting, Lezen & Schrijven	læsi, grundvallarfærni, lestrarerfiðleikar, námserfiðleikar	377
An Agenda for new skills and jobs	European comission	2011	European union	Starfsfærni	374
Guidance in Education	Guidance in Education	2012	Euroguidance Denmark	Náms- og starfsráðgjöf	331
The Danish Education system	European comission	2011	Euroguidance Denmark	Menntakerfi	370
Åtta framgångsfaktorer	Hróbjartur Árnason/Anne Liveng/Ubgegerd Greed/Jyri Manninen	2012	Nordisk Nätverk for Vuxnas Lärande	Gæði, árangur	374
Inevitable Mass customized Learning	Charles Schwahn & Beatrice McGarvey	2012		Kennslufræði, kennsluaðferðir.	370,15
Assessment for learning:why, what and how	Dylan Wiliam	2009	Institute for Education	Námsmat / kennslumat	371
Working inside the black box	Paul Black, Christine Harrison, Clare Lee, Bethan Marshall and Dylan Wiliam	2002			

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Dealing with difficult peopæa	Roy Lilley	2010	Kogan Page	Samskipti erfiðir einstaklingar	658.4
Markþjálfun	Matilda Gregersd./Arnór Már Másson/Haukur Ingi Jónasson	2013	JPV útgáfa	Markþjálfun-starfsþjálfun-leiðsögn-handleiðsla	658,3
Aðalnámskrá Grunnskóla / Almennur hluti 2011 Greinasvið 2013	Mennta og menningarmálráðuneytið	2012	Mennta og menningamálaráðuneytið	Jafnrétti-læsi-lýðræði-sjálfbærni-heilbrigði og velferð-sköpun	372
Aðalnámskrá framhaldsskóla Almennur hluti	Mennta og menningarmálráðuneytið	2012	Mennta og menningamálaráðuneytið	Jafnrétti-læsi-lýðræði-sjálfbærni-heilbrigði og velferð-sköpun	372
Models for superior performance	Lyle M. Spencer, Signe M. Spenser	1993	John Wiley & Sons, Inc	Mannauðstjórnun, færni, hæfni, frammistaða, starfafærni	658.3
The coaching Manual	Julie Starr	2011	Pearson Prentice Hall Business	Leiðsögn, samskipti, sálfræði, þjálfunaraðferðir, hlustun	158,3
Utdanningsbakgrunn ønsker og behov	Kariane Westrheim og Trøje Manger	2012	Nordisk Nätverk for fengselsundervisning	Fangar, menntun, útlendingar	374
Menneskebiblioteket	Ronni Abergel, Antje Rothemund, Gaven Titley, Péter Wootsch	2005	norden.org/publikationer	Samskipti, samskiptanám, manneskjuafurð	372,8
Culture communication skills	Juliana Roth and Christoph Köck	2009	Bayerisher Volkhochschulverband	Menning, samskipti, fjölmenning, samskiptahæfni	658,4
Ferðamál á Íslandi	Edward Hákon Huijbens, Gunnar Þór Jóhannesson	2013	Mál og menning	Atvinna, vinnumarkaður, ferðaþjónusta	338,4
Coaching Skills for Leaders n the Workplan	Jackie Arnold	2009	howtobooks	Leiðsögn, vinnustaðanám, mannauðsstjórnun, þjálfun	658,3
How to Run a Great Workshop	Nikki Highmore Sims	2006	Pearson Prentice Hall Business	Kynningar, fræðslufundir, ráðstefnur, fundir, vinnustofur	651,7

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Þróun náms- og starfsferils þátttakenda í grunnmenntaskólanum	Eydís Katla Guðmundsdóttir	2012	Háskóli Íslands	Náms- og starfsráðgjöf, fullorðinsfræðsla	371,4
En halló ég hef bara alveg helling	Sólveig R. Kristinsdóttir	2013	Háskóli Íslands	raunfærnimat / fullorðinsfræðsla / framhaldsfræðsla	371,4
Ungt fólk 2013		2013	Rannsóknir og greining	Menntun,menning,íþróttir,tómst.,hagir og líðan nemenda í 5.,6.og 7. bekk	305,02
Changing Qualifivations	European Union	2010	Office for the official publications of the european communiteas.		
Ungt fólk framhaldsskólanemar		2011	Rannsóknir og greining	Menntun,menning,tómstundir,og framtíðarsýn ungmenna í framhaldssk. Á Íslandi	305,02
Human Resource Management in Northern Europe	Chris Brewster, Henrik Holt Larsen	2000	Blackwell Publishers Ltd, 108 Cowley Road, Oxford OX 1JF, UK	Mannauðsstjórnun, starfshæfni	658,3
Human Resource Management in Northern Europe	Chris Brewster, Henrik Holt Larsen	2000	Blackwell Publishers Ltd, 108 Cowley Road, Oxford OX 1JF, UK	Mannauðsstjórnun, starfshæfni	658,3
Vistvernd í verki	Þuríður Þorbjarnardóttir		Landvernd-landgræðslu- og náttúruverndarsamtök Íslands	Vistvernd, sjálfbærni	363
Stæ 103	Jón Þorvarðarson	2002		Stærðfræði, rúmfræði, algebra, jöfnur, hnit	510
Smart læring-Hvordan ikt og sosiale medier endrer læring	Arne Krokan	2012	Fagbokforlaget	Námstækni, samfélagsmiðlar, tækni-stutt nám	371,3
Bókfærsla	Tómas Bergsson	2009	IÐNÚ	Bókhald-uppgjör	657

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Upp á punkt-upprifjun grunnþátta í stærðfræði	Kjartan Heiðberg	2009	IÐNÚ	Stærðfræði, algebra, jöfnur, prósenta, hnit	510
Effective Training Systems, Strategies, and Practices	P. Nick Blanchard and James W. Thacker	2013	Pearson Education, Inc		374
Human Resource Development	David Mankin	2009	Oxford universty press	Mannauðsstjórnun, vinnustaðanám	658,3
Employee Training and Development	Reymond A. Noe	2013	McGraw-Hill Irwin	Starfsmannaþjálfun,mannauðsstjórnun,vinnustaðanám, starfsnám	658,3
Lífsfylling Nám á fullorðinsárum	Kristín Aðalsteinsdóttir	2013	Háskólinn á Akureyri	Fullorðinsfræðsla, nám fullorðinna, áhugahvöt	374
Fræðslumiðstöð atvinnulífsins - Námskeið,Ráðgjöf,Raunfærnimat	Capacent gallup	2014		Framhaldsfræðsla	374
Developing and Training Human Resource in Organizations	Kenneth N. Wexley and Gary P. Lathman	2002	Prentice Hall, Upper Sadle River, New Jersey	Starfsþjálfun, kennsla, þjálfun og mannauðsstjórnun	658,3
Coaching og konflikthåndtering	Gry Asnæs / Pia Lindkvist Knærkegaard	2014	Heins Reitzels Forlag	Markþjálfun-leiðsögn-krísustjórnun-starfsþjálfun	658,3
To sell is human	Daniel H. Pink	2014	Cannongate Books	Sölumennska-sölutækni-áhrif-áhrifamáttur	658,4
Thanks for the feedback	Douglas Stone / Sheila Heen	2014	Portfolio penguin	Endurgjöf-hvatning-sjálfsþekking-samskipti-mannauðsstjórnun	658,4
Lærning i konkurrencestaten	Knud Illeris	2014	SL-forlag	Fullorðinsfræðsla-menntun-samkeppnisþjóðfélagið-sjálfbærni	374
Utdanningsbakgrunn ønsker og behov	Kariane Westrheim og Trøje Manger	2012	Nordisk Nätverk for fengselsundervisning	Fangafræðsla	370

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Educational background, preferences and needs	Kariane Westrheim og Trøje Manger	2013	Nordisk Nätverk for fengselsundervisning	Fangafræðsla	370
Prisoners´Educational Backgrounds, Preferences and Motivation	Ole-Johan Eikeland / Terje Manger og Arve Asbjørnsen	2009	Nordic Council of Ministers	Fangafræðsla	370
Nordic Prison Education-A lifelong learning perspective	Torfinn Langelid/ Marianne Mäki / Kaj Raundrup	2009	Nordic Council of Ministers	Fangafræðsla	370
Human Resource Development	David Mankin	2009	Oxford universty press	Mannauðsstjórnun, vinnustaðanám	658,3
Employee Training and Development	Reymond A. Noe	2013	McGraw-Hill Irwin	Starfsmannaþjálfun,mannauðsstjórnun,vinnustaðanám, starfsnám	658,3
Lífsfylling Nám á fullorðinsárum	Kristín Aðalsteinsdóttir	2013	Háskólinn á Akureyri	Fullorðinsfræðsla, nám fullorðinna, áhugahvöt	374
Fræðslumiðstöð atvinnulífsins - Námskeið,Ráðgjöf,Raunfærnimat	Capacent gallup	2014		Framhaldsfræðsla	374
Developing and Training Human Resource in Organizations	Kenneth N. Wexley and Gary P. Lathman	2002	Prentice Hall, Upper Sadle River, New Jersey	Starfsþjálfun, kennsla, þjálfun og mannauðsstjórnun	658,3
Coaching og konflikthåndtering	Gry Asnæs / Pia Lindkvist Knærkegaard	2014	Heins Reitzels Forlag	Markþjálfun-leiðsögn-krísustjórnun-starfsþjálfun	658,3
To sell is human	Daniel H. Pink	2014	Cannongate Books	Sölumennska-sölutækni-áhrif-áhrifamáttur	658,4
Thanks for the feedback	Douglas Stone / Sheila Heen	2014	Portfolio penguin	Endurgjöf-hvatning-sjálfsþekking-samskipti-mannauðsstjórnun	658,4
Lærning i konkurrencestaten	Knud Illeris	2014	SL-forlag	Fullorðinsfræðsla-menntun-samkeppnisþjóðfélagið-sjálfbærni	374

Bókasafn

FRÆÐSLUMIÐSTÖÐ ATVINNULÍFSINS

MENNTUN Á VINNUMARKAÐI

Athugið!
Ctrl+F opnar fyrir leit í skjalinu

Fjöldi titla í bókasafni **698**

Bókarheiti	Höfundur	Útgár	Útgáfa	Efnisorð	Dewey
Utdanningsbakgrunn ønsker og behov	Kariane Westrheim og Trøje Manger	2012	Nordisk Nätverk for fengselsundervisning	Fangafræðsla	370
Educational background, preferences and needs	Kariane Westrheim og Trøje Manger	2013	Nordisk Nätverk for fengselsundervisning	Fangafræðsla	370
Prisoners´Educational Backgrounds, Preferences and Motivation	Ole-Johan Eikeland / Terje Manger og Arve Asbjørnsen	2009	Nordic Council of Ministers	Fangafræðsla	370
Nordic Prison Education-A lifelong learning perspective	Torfinn Langelid/ Marianne Mäki / Kaj Raundrup	2009	Nordic Council of Ministers	Fangafræðsla	370
Take this work and love it	Cynthia D. Scott,Ph.D.,M.P.H.; Dennis T. Jaffe,Ph.D; Nancy C. Raulston, M.A.	1997	Changeworks, Inc	creative, organization, companies, work, energy, motivation, work environment, vision entrepreneurial	650.21