

**II. Title** : Turning Team Performance Inside Out  
**Author** : Susan Nash  
**Publisher** : Jaico Publishing House, 2005  
**Pages** : 279  
**Scanned by** : Charu Mohla, Faculty, RDIAS

In our working lives, it may seem that teamwork is something everybody talks about and nobody does anything about making teams work effectively. Traditionally, business organizations had been organized around individuals. But, the trend has changed. In contemporary business firms, teams are used as primary means for organizing the work. At the same time, we frequently encounter teams that falter or even fail.

In the present book, the author discusses about means to make teams work more effectively. She explores and illustrates the difference between teams that operate well and those that do not. She goes on explaining, how to combine a personal behaviour analysis with a performance strategy to improve team effectiveness and how to diagnose a team's potential strengths, weaknesses, challenges and remedies for the problem uncovered. This book consists of two parts.

*Part I* on "Profiling your team" begins with diagnosing the different personalities within a team and defining team profile. It is divided into three chapters

Chapter I examines different patterns of core needs and values by building an understanding of the four temperaments.

- *Artisan* : In a team, artisan is often tactician, troubleshooter, firefighter and negotiator.
- *Guardian* : Guardian's role in a team includes logistic and process manager, stabilizer, builder and traditionalist.
- *Rational* : Rational's role in a team includes strategist, inventor, engineer and innovator.
- *Idealist* : Idealist's role in a team includes coach, collaborator, advocate and mentor.

Chapter II focuses on creating your team profile to understand how team members prefer to gather information and make decisions.

Chapter III integrates temperament and functions to determine types. Type indicates your preferred functions, direction of energy flow and orientation in the external world. It will help in understanding your own and other team members' preferred approach to their work.

*Part II* discusses where we can apply this knowledge to improve team performance from the inside out. It consists of the following chapters:

Chapter IV sets the scene. Here, you focus on developing your team profile and assess your team's performance.

Chapter V addresses how to establish a clear strategy for the team. This includes series of exercises to identify and define team purpose, values, and ground rules.

Chapter VI addresses how to set roles and responsibilities from the inside out. Here, we set specific objectives so that members completely understand their deliverables and their contribution to overall team achievement.

Chapter VII focuses on a fundamental building block of exceptional team performance: open and honest communication among members.

Chapter VIII focuses on issues around a team's ability to adapt quickly to environmental events. Here, we identify how change can be introduced effectively to the temperaments.

Chapter IX focuses on the skills of effective team leaders and outlines the critical roles they play in enabling optimum team performance.

In a nutshell, this book is designed for anyone, whether a team leader or team member, who is trying to make team performance a fact, not a fantasy. The tips, techniques, concepts and strategies discussed in the book are indeed useful and produce better results with more learning and fun.

**III. Title** : Programming with Visual Basic 6.00  
**Author** : Mohammed Azam  
**Publisher** : Vikas Publishing House Pvt. Ltd., 2004  
**Pages** : 456  
**Scanned by** : Manoj Kumar Gupta, Faculty, RDIAS

Visual Basic is a very popular and easy to use front-end tool. It is mainly used to develop client/server applications. It is also a rapid application development (RAD) tool. By using it we can develop an application within lesser time as compared to other front-end tools. This book also includes the topic 'Crystals Reports', which is generally not included in most of the books on Visual Basic 6.0. It also contains complete details of an application invoicing, database design, table structures and other phases of software development life cycle (SDLC).

In this book, the various features and controls of the Visual Basic are described with the help of examples, which make it easier to understand. The quality of examples is good, therefore a novice user easily learns programming with Visual Basic 6.0. Exercises given for each topic add value to it. The target audience of this book are the users, who are new to the programming with visual basic and/or any other programming language. The author himself says "This book is written for the individual who is looking at Visual Basic for the first time."

The book is divided into three parts. Part I deals with the desktop application development. It consists of 17 chapters. First 10 chapters are dealt with the basics of Visual Basic 6.0 and gives the details regarding environment, concepts, and controls of the Visual Basic 6.0. Next 7 chapters deal with database programming. These chapters discuss the various methods to design user interfaces (forms) and reports to interact with databases and to manipulate data stored in the various databases. Database has been used in back-end. Part II deals with the ActiveX technology and related project types. It has 3 chapters. Part III having two chapters contains the details about the invoicing application. The book also includes some appendices which are very useful for the readers.

Chapter 1 of the book gives the introduction of the Visual Basic. In this chapter, the author has given the features, environment and the philosophy of the Visual Basic. Chapter 2 deals with the various intrinsic controls available in the Visual Basic and also discusses the various components of the Visual Basic and Integrated Development Environment (IDE). Chapter 3 specifies the properties, methods and events of the form and how we can use them. Chapter 4 discusses the concepts related to the variables, constants and arrays. Chapter 5 gives concepts, related to the code window in which we can write the code for the module. Chapter 6 deals with the handling of different types of files used in Visual Basic. Chapter 7 talks about menus and toolbars to improve several qualities in the application. Chapter 8 deals with multiple document interface (MDI) applications. Debugging tips and the tools available in Visual Basic to remove bugs from the applications, are discussed in the chapter 9. Dialog

boxes commonly used in the windowing environment such as File Open, Save As, Printer, etc. are discussed in Chapter 10. Chapter 11 gives the introduction to database and specifies why we use databases. It also includes the steps to create databases. Chapter 12 and Chapter 13 deal with Data Control and Data Access Objects (DAO) respectively. These are the traditional methods to interact with the databases. These methods are mainly used to interact with file-server architecture based database such as MS-ACCESS. Chapter 14 discusses with the various commonly used built-in ActiveX controls other than intrinsic Chapter 15 introduces the ActiveX Data Objects (ADO) and ADO Data control, the latest and widely used method to interact with most of the databases. It also specifies the OLEDB concept, which is used by the ADO. Chapter 16 discusses how to design and program the reports and represent the information by using the tools – Crystal Reports and Data Reports. Crystal Reports is the third party tool used widely with Visual Basic to design various reports in the applications. It is not supplied with Visual Basic 6.0. It was available with the earlier versions of the Visual Basic. Chapter 17 specifies how we can distribute our application. ActiveX technology is explained in Chapter 18. This chapter also specifies the steps to create and register our own ActiveX controls. Chapter 19 discusses the relation between ActiveX and Internet. Chapter 20 specifies how we can develop an application using document centric programming by using ActiveX Documents. This is generally used to develop help pages. Chapter 21 and Chapter 22 deal with the specifications of the invoicing application. These chapters contain the details regarding requirements, database, table structures, forms and validations required at several places. This is according to the SDLC phases.