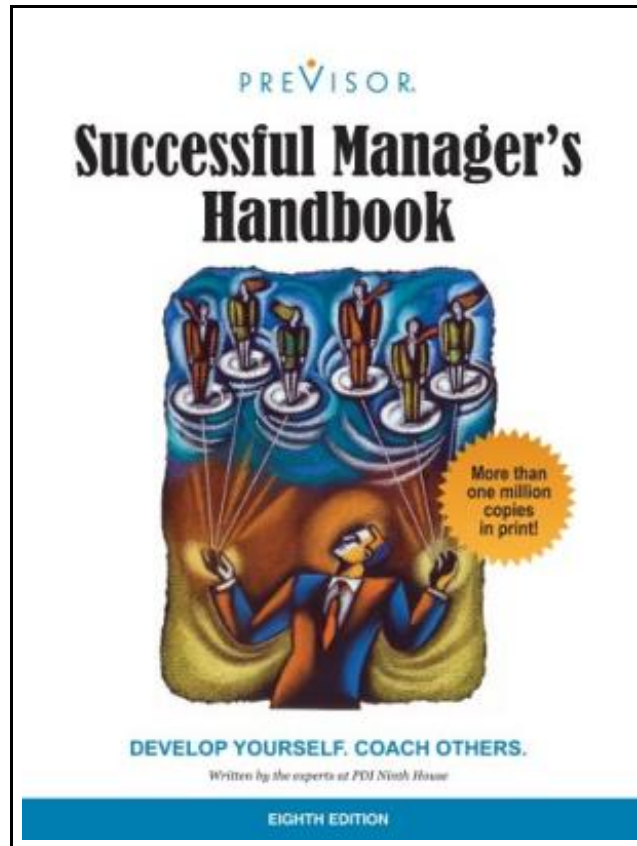


Successful Manager's Handbook: Develop Yourself Coach Others



Filesize: 7.9 MB

Reviews

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(Prof. Jean Dare)

SUCCESSFUL MANAGER S HANDBOOK: DEVELOP YOURSELF COACH OTHERS



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Not Avail, United States, 2013. Book. Book Condition: New. 249 x 190 mm. Language: English . Brand New Book. Managing will never be easy, but it doesn't need to be so hard. The new edition of the Successful Manager s Handbook can help - like having a management consultant at your side to provide advice on the challenges you'll face in today's fast-paced work environment. Since it was first published in 1984, the Successful Manager s Handbook has proven to be a trusted resource for thousands of managers around the world. In fact, more than 800,000 copies are in circulation! It provides practical, easy-to-use tips, on-the-job activities, and suggestions for improving managerial skills and effectiveness. This 700-page ready reference guide will help you:

- * Create realistic action steps for your development plan*
- * Search for ideas and activities for your long-term career development*
- * Familiarize yourself with or advise others on performance expectations for managers

SynopsisThe Successful Manager s Handbook is based on the latest research on four critical leadership performance dimensions:

- * Thought Leadership*
- * Results Leadership*
- * People Leadership*
- * Self Leadership*

Within these broad dimensions, are nine core factors which are essential to the success of managers in every industry, from seasoned professionals to entry-level. These factors are:

- * Communication*
- * Interpersonal*
- * Leadership*
- * Motivation
- * Courage*
- * Self-management*
- * Strategy*
- * Judgment*
- * Business Knowledge

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