

(Free download) Skills for New Managers (Briefcase Books)

Skills for New Managers (Briefcase Books)

Morey Stettner

ePub | *DOC | audiobook | ebooks | Download PDF



SKILLS FOR NEW MANAGERS

SECOND EDITION



Morey Stettner

 Download

 Read Online

#763223 in eBooks 2013-11-22 2013-11-22File Name: B00G3CCEI0 | File size: 76.Mb

Morey Stettner : Skills for New Managers (Briefcase Books) before purchasing it in order to gage whether or not it would be worth my time, and all praised Skills for New Managers (Briefcase Books):

0 of 0 people found the following review helpful. Excellent book for new managersBy CustomerExcellent book for new managers. I lead management development classes at my place of work and use this book extensively. It provides a solid overview of management issues and provides a lot of practical tips. Great book.2 of 2 people found the

following review helpful. a good read and reference material for any manager
By D. Buckingham This was a required textbook for one of my college courses. I found it offered helpful suggestions and guidelines for new managers; a good read and reference material for any manager.
0 of 0 people found the following review helpful. This is a good book rich with new ideas and skills
By Vincent E Inniss This is a good book rich with new ideas and skills. The person I presented to endorse that assessment.. Like most situations its value would be better appreciated when its material is applied to real life cases. A useful addition to one's library.

PROVEN TIPS TO HANDLE EVERYDAY MANAGEMENT SITUATIONS --ALL IN A FAST-MOVING, EASY-TO-REFERENCE FORMAT Managing people is one of the most demanding yet career-enhancing and rewarding skills you can have. *Skills for New Managers, Second Edition*, provides everything you need to excel as a manager from day one. From hiring productive employees to developing mentoring, leadership, and coaching skills, this fast-paced, easy-to-understand guide is your blueprint for managing your staff to success. Getting results by knowing when to speak up--and when to listen
Motivating your staff to exceed expectations
Delegating tasks and dealing with crises
Running meetings that are organized and focused
Briefcase Books, written specifically for today's busy manager, feature eye-catching icons, checklists, and sidebars to guide managers step-by-step through everyday workplace situations. Look for these innovative design features to help you navigate through each page: Clear definitions of key terms and concepts
Tactics and strategies for managing your staff
Tips for executing the tactics in the book
Practical advice for minimizing the possibility of error
Warning signs for when things are about to go wrong
Examples of successful management tactics
Specific planning procedures, tactics, and hands-on techniques

About the Author McGraw-Hill authors represent the leading experts in their fields and are dedicated to improving the lives, careers, and interests of readers worldwide