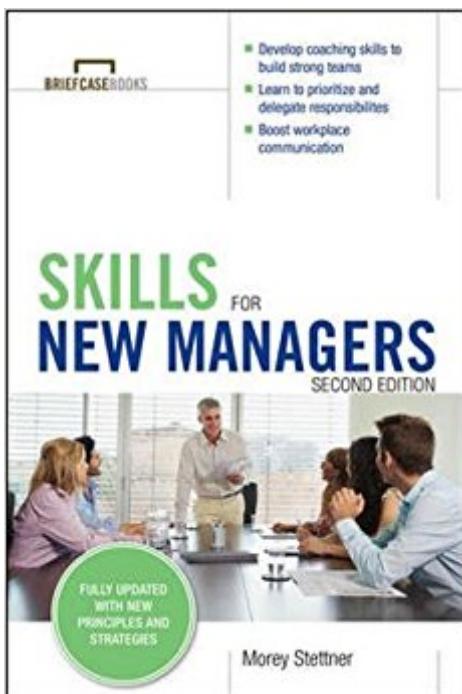


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# Skills For New Managers (Briefcase Books)



## **Synopsis**

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

## **Book Information**

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## **Customer Reviews**

McGraw-Hill authors represent the leading experts in their fields and are dedicated to improving the

lives, careers, and interests of readers worldwide

Excellent 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.

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.

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.

A must read before entering management. As an employer I would require all newly hired managers to read this book

Easy to understand. Full of tips for new managers.

Useful tips

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