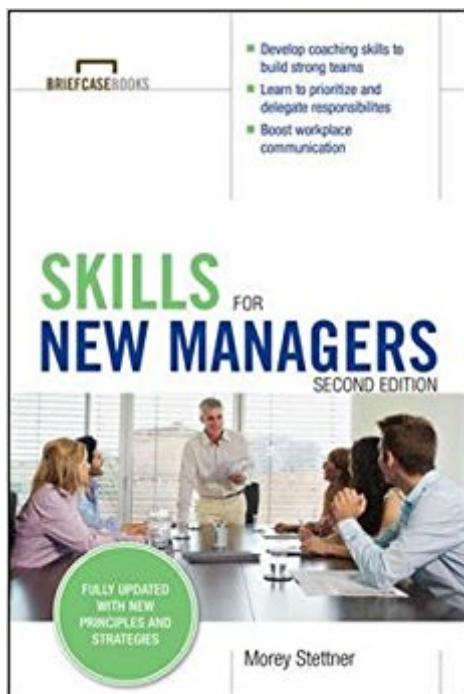


The book was found

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

Series: Briefcase Books

Paperback: 224 pages

Publisher: McGraw-Hill Education; 2 edition (November 19, 2013)

Language: English

ISBN-10: 0071827145

ISBN-13: 978-0071827140

Product Dimensions: 8.9 x 0.5 x 9 inches

Shipping Weight: 11.4 ounces (View shipping rates and policies)

Average Customer Review: 4.3 out of 5 stars 6 customer reviews

Best Sellers Rank: #189,393 in Books (See Top 100 in Books) #171 in Books > Business & Money > Management & Leadership > Mentoring & Coaching #760 in Books > Business & Money > Human Resources > Human Resources & Personnel Management #1552 in Books > Business & Money > Investing

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

[Download to continue reading...](#)

Finance for Nonfinancial Managers, Second Edition (Briefcase Books Series) (Briefcase Books (Paperback)) Skills for New Managers (Briefcase Books) Finance for Nonfinancial Managers, Second Edition: Briefcase Books Series Financial Management for Nurse Managers and Executives, 4e (Finkler, Financial Management for Nurse Managers and Executives) Financial Management For Nurse Managers: Merging the Heart with the Dollar (Dunham-Taylor, Financial Management for Nurse Managers) Games, Strategies, and Managers: How Managers Can Use Game Theory to Make Better Business Decisions READING ORDER: TAMI HOAG: BOOKS LIST OF THE BITTER SEASON, KOVAC/LISKA BOOKS, HENNESSY BOOKS, QUAID HORSES, DOUCET BOOKS, DEER LAKE BOOKS, ELENA ESTES BOOKS, OAK KNOLL BOOKS BY TAMI HOAG Winning Answers to Job Interview Questions for Aspiring Managers and Executives: Successful Skills Preparation Tips for Management Positions Coaching Skills for Managers and Supervisors Project Management: Secrets Successful Project Managers Already Know About: A Beginner's Guide to Project Management, nailing the interview, and essential skills to manage a

project like a Pro Books For Kids: Natalia and the Pink Ballet Shoes (KIDS FANTASY BOOKS #3) (Kids Books, Children's Books, Kids Stories, Kids Fantasy Books, Kids Mystery ... Series Books For Kids Ages 4-6 6-8, 9-12) Books For Kids : Mimi finds a new friend (FREE BONUS) (Bedtime Stories for Kids Ages 2 - 10) (Books for kids, Children's Books, Kids Books, cat story, ... Books for Kids age 2-10, Beginner Readers) The New York Celebrity Address Directory: 1000+ Celebrity Mail Addresses for Autograph Hunters, Fundraisers, Event Managers, Agents, and Casting Calls. The First 90 Days in Government: Critical Success Strategies for New Public Managers at All Levels Books for Kids: Lily the Little Mermaid (Mermaid Books for Kids, Children's Books, Kids Books, Bedtime Stories For Kids) (The Mermaid Stories: Kids Fantasy Books Book 2) The Secret of the Ballet Book: (Kids Fantasy Books, Ballerina Fiction) (Kids Mystery, Girls Books Ages 9-12, Ballet Stories, Dance Books, Kids Books, Kids Fantasy Books Ages 9-12) Princess Kate Meditates (Children's Book about Mindfulness Meditation for Kids, Preschool Books, Kids Books, Kindergarten Books, Kids Book, Ages 2-8, ... Stories / Picture Books / Kids Books) I Love to Tell the Truth (chinese kids books, mandarin childrens books): mandarin kids books, kids books in chinese, chinese children's books (Chinese Bedtime Collection) (Chinese Edition) I Love My Dad (japanese kids books, japanese children books): kids books in japanese, japanese baby books, children japanese books (Japanese Bedtime Collection) (Japanese Edition) I Love to Brush My Teeth (english korean books,korean childrens books): korean bilingual books , korean kids books,bilingual korean books (English Korean Bilingual Collection) (Korean Edition)

[Contact Us](#)

[DMCA](#)

[Privacy](#)

[FAQ & Help](#)