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Autore	DK
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Descrizione fisica	1 online resource (1 volume) : illustrations
Collana	Essential managers
Disciplina	658.4
Soggetti	Management Personnel management Supervision of employees Leadership Executive ability
Lingua di pubblicazione	Inglese
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Livello bibliografico	Monografia
Note generali	Content previously published in DK Publishing's Essential Managers series: Managing People (2009), Effective Communication (2009), Leadership (2008), Achieving High Performance (2009), Presenting (2008), Negotiating (2009).
Nota di contenuto	Managing people -- Leadership -- Achieving high performance -- Effective communication -- Presenting -- Negotiating.
Sommario/riassunto	Are you looking to take the next step in your career? Can you manage yourself with ease, but need more confidence when managing others? Achieving excellence as a manager requires a broad skillset, and The Essential Manager's Handbook provides easy-to-follow and engaging advice on the 6 key areas. Nurture your confidence with managing people, leadership, achieving high performance, effective communication, presenting, and negotiating. With key quotes, bright visuals, and breakdowns by subject, this book is accessible and easy-to-use. Interactive tips and checklists will encourage you to note down your thoughts, examining past and present workplace experiences that you can learn from. Expert insights from management professionals and step-by-step instructions will help you understand how to deal with challenges and gain valuable management skills for life. This

accessible and clear guide is packed with practical, no-nonsense information covering everything you need to know about acquiring and developing management skills. Pick up The Essential Manager's Handbook for quick reference when you're in need of guidance or work through each section at your own pace to become the best manager you can be. Series Overview : DK's Essential Managers series contains the know-how you need to be a more effective manager and hone your management style, covering a range of essential topics, from managing, coaching, and mentoring teams and individuals to time management, communication, leadership, and strategic thinking. Each guide is clearly presented for ease of reference, with visual pointers, tips, and infographics.
