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Titolo	The management book // Richard Newton
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ISBN	0-273-75034-8
Edizione	[1st ed.]
Descrizione fisica	1 online resource (xiii, 254 pages)
Disciplina	658.4/022
Soggetti	Teams in the workplace - Management Management
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Includes index.
Nota di contenuto	Cover -- The Management Book -- Contents -- Acknowledgements -- Preface -- Introduction -- Part 1 You - a manager? -- The accidental manager -- The things managers do -- Success, happiness and the management career -- Picturing your role -- Part 2 The team -- The team starts with you -- Assembling the team -- What does your team want from you? -- The ever-changing shape of the team -- Part 3 Creating your role -- Deciphering your boss -- The imperfect boss -- Think networks, not hierarchies -- Creating your role -- Part 4 The working team -- Marching to the same tune -- Cutting up the cake -- Coach or controller? -- No team is an island -- Part 5 The productive team -- Engaging and motivating the team -- Keeping on track -- Entitlement and fairness: reasonableness and imbalances -- The curse and delight of meetings -- Part 6 The working manager -- The crunch: making decisions -- Are you really prioritising? -- Problems, barriers and conflicts -- Dealing with change -- Part 7 The sophisticated manager -- The myths of management science and predictable futures -- Taking risks as a manager -- Learning from the Stoics -- Language as a tool -- Part 8 The complete manager -- What is a good job as a manager? -- What else do you need to do? -- Rights, wrongs, ethics and behaviour -- Excelling in your career -- Part 9 The developing manager -- Help is at hand -- Reaching externally -- The tools for the job -- Using your annual appraisal -- Conclusion -- Index.

Sommario/riassunto

Clearly structured in 36 short sections, this practical book provides rapid, accessible advice on all the essential management challenges. Focusing on the manager's key role - managing teams to get things done, this book looks at the essential parts of management from unusual perspectives and different angles. Structured with the busy manager in mind, you can dip into any section of the book and read it as an individual piece of advice or read it end-to-end to gain an overall picture of management.
