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CHAPTER 23: MANAGING DIFFERENT STYLES: THE PRACTICE; CHAPTER 24: PUTTING PRAISE AND FLATTERY TO WORK; CHAPTER 25: PERSUASIVE CONVERSATIONS; CHAPTER 26: HOW TO SAY "NO" CHAPTER 27: HOW TO DEAL WITH MR AND MRS NASTY CHAPTER 28: PROFESSIONAL GUARD; THE DAILY SKILLS OF MANAGEMENT; CHAPTER 29: THE DAILY SKILLS OF MANAGEMENT; CHAPTER 30: MANAGE TIME EFFECTIVELY; CHAPTER 31: MANAGE TIME EFFICIENTLY; CHAPTER 32: HOW TO READ; CHAPTER 33: HOW TO WRITE; CHAPTER 34: HOW TO LISTEN; CHAPTER 35: HOW TO TALK; CHAPTER 36: THE ART OF A GOOD MEETING; CHAPTER 37: THE USE AND ABUSE OF POWERPOINT; CHAPTER 38: PREPARING SPREADSHEETS; MANAGE YOUR CAREER; CHAPTER 39: MANAGE YOUR CAREER; CHAPTER 40: THE MANAGEMENT JOURNEY; CHAPTER 41: WHAT IT TAKES TO GET AHEAD CHAPTER 42: HOW TO GET PROMOTED CHAPTER 43: HOW NOT TO GET PROMOTED; CHAPTER 44: HOW TO GET FIRED; CHAPTER 45: WHEN TO MOVE ON; CHAPTER 46: FIND THE RIGHT BOSS; CHAPTER 47: WHAT YOUR BOSS WANTS FROM YOU; CHAPTER 48: MANAGE YOUR BOSS; CHAPTER 49: FIND THE RIGHT ASSIGNMENT; CHAPTER 50: MANAGEMENT OR LEADERSHIP?

Sommario/riassunto

Let's face it, if you want to get ahead in business you cannot avoid people management - but we're often promoted because we're good at what we do, not because we display great management skills. We owe it to the people we manage to read up on the subject and get skilled! Luckily Jo Owen has laid out 50 essential lessons we need to learn to become the best manager we can be. Jo has studied what makes a good manager everywhere from British soap powder companies, to inner city schools and Japanese banks. So whether becoming a manager has brought out the inner dictator in you or left you feelin
