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Nota di contenuto	John Adair's 100 Greatest Ideas for Being a Brilliant Manager; Contents; Preface; PART ONE: Understanding Your Role as Manager; Sixteen Greatest Ideas for Effective Managership; Idea 1: A brief history of managing and being a manager; Idea 2: Case study - Henri Fayol; Idea 3: Understanding Groups and Organizations; Idea 4: The central functions of leadership and management; Idea 5: Eight functions for brilliant managers to master; Idea 6: Leadership (1) and leadership (2); Idea 7: Leaders and followers; Idea 8: What gives you the right to manage?; Idea 9: What you have to be or become Idea 10: What you have to know or learn Idea 11: Levels of business leadership; Idea 12: Can you manage people?; Idea 13: You don't need charisma; Idea 14: Case study - Xenophon; Idea 15: Four stages of learning to lead and manage; Idea 16: A vision of excellence; Eight Greatest Ideas for All Managers; Idea 17: 25 qualities of excellent managers; Idea 18: The good business leader; Idea 19: Integrity; Idea 20: Calm judgement; Idea 21: Foresight; Idea 22: Decisiveness; Idea 23:

Imaginative thinking; Idea 24: Intellectual humility; Follow-up test; PART TWO: Managing for High Performance Eleven Greatest Ideas for Managership Skills Idea 25: Defining the task; Idea 26: Thinking clearly about objectives; Idea 27: Planning; Idea 28: The decision-making continuum; Idea 29: The planning/implementation ratio; Idea 30: Briefing; Idea 31: Controlling and coordinating; Idea 32: Evaluating; Idea 33: Supporting; Idea 34: Six principles for motivating others; Idea 35: Setting an example; Seven Greatest Ideas for Team Leadership; Idea 36: Your role as team leader; Idea 37: Achieving the task - with a team; Idea 38: Building the team; Idea 39: Developing the individual Follow-up test PART THREE: Managing the Business; Nine Greatest Ideas for Strategic Leadership Skills; Idea 53: The art of being manager-in-chief; Idea 54: Seven functions of strategic leadership; Idea 55: Giving direction; Idea 56: Strategic thinking and strategic planning; Idea 57: Making it happen; Idea 58: Relating the parts to the whole; Idea 59: Building partnerships; Idea 60: Releasing the corporate spirit; Idea 61: Developing today's and tomorrow's leaders; Five Greatest Ideas for Practical Business Wisdom; Idea 62: The wisdom of business; Idea 63: The folly of business Idea 64: Practical wisdom

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### Sommario/riassunto

The first installment in a new series offering straightforward, practical wisdom from a top business guru John Adair's 100 Greatest Ideas for Effective Management is the first in a new series of titles from the noted business expert. Focused on concise, practical, and straightforward business wisdom, the series offers the kind of real-world insight that business leaders thrive on. Short, punchy, and packed with real solutions, this book provides 100 proven and effective ideas for business managers, whether they manage a few people or a few hundred, and whether they work for a

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