

1. Record Nr.	UNINA9910679450703321
Titolo	Manage your boss : how to build a great working relationship
Pubbl/distr/stampa	London : , : A. & C. Black, , [2010] ©2010
ISBN	1-4081-3412-8 1-280-74196-1 9786610741960 1-4081-0178-5
Edizione	[Revised edition.]
Descrizione fisica	1 online resource (97 p.)
Collana	Steps to success
Disciplina	650.13
Soggetti	Managing your boss
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di contenuto	Cover; Titlepage; Copyright; Contents; How well do you manage your boss?; 1 Communicating assertively in the workplace; 2 Developing your influencing skills; 3 Organising your time; 4 Delegating upwards; 5 Surviving personality clashes; 6 Working for someone younger than you; 7 Working with mentors; 8 Making yourself promotable; Where to find more help; Index
Sommario/riassunto	This book helps you get the best from this crucial working relationship. Whether you want to improve a difficult relationship or benefit from a good one, it will help you communicate effectively, and build a great working relationship.