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Titolo	The first-time manager [[electronic resource] /] / Loren B. Belker, Jim McCormick, and Gary S. Topchik
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Edizione	[6th ed.]
Descrizione fisica	1 online resource (241 p.)
Altri autori (Persone)	McCormickJim TopchikGary S
Disciplina	658.3/02
Soggetti	Supervision of employees Office management
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Includes index.
Nota di contenuto	The road to management -- Starting out -- Building trust and confidence -- Show your appreciation -- Being an active listener -- The new manager's job and pitfalls to avoid -- Dealing with your superiors -- Choosing a managerial style of your own -- Building a team dynamic -- Managing problem employees -- Hiring and interviewing -- Training team members -- Managing change : dealing with resistance -- Disciplining the employee -- "Oh my God! I can't fire anyone!" -- Having a legal awareness -- No secrets -- The human resources department -- The current state of loyalty -- Is there such a thing as motivation? -- Understanding risk inclination -- Encouraging initiative and innovation -- Improving outcomes -- The generation gap -- Writing job descriptions -- Doing performance appraisals -- Salary administration -- Having emotional intelligence -- Developing a positive self-image -- Managing your own time -- The written word -- The grapevine -- Your best friend : delegation -- A sense of humor -- Managing, participating in, and leading meetings -- Taking center stage : the role of public speaking in your career -- Coping with stress -- Having balance in your life -- A touch of class.
Sommario/riassunto	More than a quarter of a million copies sold!

