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Titolo	How to become a better manager in social work and social care [[electronic resource]] : essential skills for managing care // Les Gallop and Trish Hafford-Letchfield
Pubbl/distr/stampa	London ; ; Philadelphia, : Jessica Kingsley Publishers, 2012
ISBN	1-280-77809-1 9786613688484 0-85700-442-5
Descrizione fisica	1 online resource (244 p.)
Collana	Essential skills for social work and social care managers
Altri autori (Persone)	Hafford-LetchfieldTrish
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Nota di contenuto	How to Become a Better Manager in Social Work and Social Care: Essential Skills for Managing Care; Series Editor's Foreword; Acknowledgements; 1. Becoming and Being an Effective Manager: Essential Skills and More; 2. Managing Yourself and Managing Others: There's Never Enough Time in the Day; 3. Skills for Managing Change: Everything's Changed but What's Different?; 4. Recruiting and Selection: Getting the Right Colleagues and Striving Towards Happiness; 5. Managing Meetings: Being a Smooth Operator
Sommario/riassunto	This handbook covers the essential skills social work and social care managers need to be excellent managers. Topics include time management, recruitment, managing meetings, involving service users, conflict management and mentoring. A self-assessment tool is included and the book features learning activities, case examples, and practical tools.