

1. Record Nr.	UNINA9910816823703321
Autore	Belker Loren B
Titolo	The first-time manager // Loren B. Belker, Gary S. Topchik
Pubbl/distr/stampa	New York, N.Y., : AMACOM, 2005
ISBN	1-281-12621-7 9786611126216 0-8144-2868-1
Edizione	[5th ed.]
Descrizione fisica	1 online resource (235 p.)
Altri autori (Persone)	TopchikGary S
Disciplina	658.3/02
Soggetti	Office management Supervision of employees
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di contenuto	Contents; Preface; Acknowledgments; Introduction; 1 The Road to Management; 2 Starting Out; 3 Building Trust and Confidence; 4 Show Your Appreciation; 5 Being an Active Listener; 6 The New Manager's Job and Pitfalls to Avoid; 7 Dealing with Your Superiors; 8 Choosing a Managerial Style of Your Own; 9 Building Team Spirit; 10 Managing Problem Employees; 11 Hiring and Interviewing; 12 Training Team Members; 13 Managing Change Dealing with Resistance; 14 Disciplining the Employee; 15 Oh My God I Can't Fire Anyone; 16 Having a Legal Awareness; 17 No Secrets; 18 The Human Resources Department 19 The Current State of Loyalty 20 Is There Such a Thing as Motivation; 21 The Generation Gap; 22 Writing Job Descriptions; 23 Doing Performance Appraisals; 24 Salary Administration; 25 Having Emotional Intelligence; 26 Developing a Positive Self Image; 27 Managing Your Own Time; 28 The Written Word; 29 The Grapevine; 30 Your Best Friend Delegation; 31 A Sense of Humor; 32 Managing Participating in and Leading Meetings; 33 Taking Center Stage; 34 Coping with Stress; 35 Having Balance in Your Life; 36 A Touch of Class; Conclusion; Index
Sommario/riassunto	A true management classic with 200,000 copies sold!