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Titolo Management in India: grow from an accidental to a successful manager

in the IT & knowledge industry: a real-world, practical book for a

professional in his journey to becoming a successful manager in India /

/ Rahul Goyal; [foreword by Vijay Anand]

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> Acknowledgement; About the Reviewers; www.PacktPub.com; Table of Contents; Preface; Chapter 1: Whose Side Are You On?; What is a manager supposed to manage?; How hard can a manager's job be?; Mintzberg-10 roles of a manager; Interpersonal roles; Information processing roles; Decision-making roles; Summarizing the role-play; The mai-baap manager; Visualizing the managerial model; The conduit; The hierarchy or leader of the pack; The orchestra conductor visual;

Some questions answered; Summary; References Chapter 2:Transition: From Individual Contributor to a ManagerWatch out for; Time; Your work plus more; Less definition; Multiple roles; Indirect tax; Scope of work; Commitments; Information sharing; Not giving up control: Enforcing your will: Defensive approach-being afraid to goof up; Overcoaching; Frustrations of being a new manager; Teaching a man how to fish; A slow world around you; I don't get enough information; I can't get no satisfaction; I'm running all the time; Making it easier; Relax a little; Understanding the information needs of

your organization; Know your success measures

Learn to say NOGet organized; Distinguish between urgent and important; Plan your day every morning; Find someone to talk to; Sign up for formal training and education; Summary; References; Chapter 3: Basic Skills, Traits, and Competencies of a Manager; Skills, traits, talents, and competencies; Skills; Traits; Talents; Competencies; Top skills, traits, and competencies expected of a manager; Love of working with people; Easy to approach; Myth: I'm easy to approach, I have an open door policy; Farmer mentality: sow, nurture, grow, reap; Myth: fast moving managers-in a tearing hurry

Core values: honesty, integrity, truthfulness, trustworthiness, consideration for others, and moreNot a myth: corporate greed; Tolerance for ambiguity and patience; Good communication skillsespecially listening; Myth: quiet people can't be managers; Team building-hiring, retaining, developing good people, and nurturing team spirit; Performance management; Myth: maximum output; Problem solving; Myth: every problem is my problem to solve; Always an eve on the ball-results orientation; Decision-making; Myth: well-informed decisions: Project management and execution-delivery Myth about flawless executionGrip on technical knowledge/domain; Think customer-customer orientation; Emotional intelligence; Personal competence: Social competence-how we handle relationships: Summary: References: Chapter 4:Teamwork and Team Building: Why do we need teams?; Different types of teams; How to build a team; Explain the big picture, purpose, and fitment of the team in the larger universe: The tough part; Defining the composition of the team; The tough part; Define playing positions; The tough part; Clear and defined hiring process: The tough part Creating visible alignment between team goals and individual goals

Sommario/riassunto

Learn from the experiences of a Senior Director at Oracle India combining the expertise of over 18 years