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| Autore | Gallop Les <1946-> |
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| 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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| Soggetti | Social workers - Supervision of Social work administration Social service |
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| Nota di bibliografia | Includes bibliographical references (p. 223-231) and indexes. |
| 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. |