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Titolo	Be in charge : a leadership manual : how to stay on top // Alexander R. Margulis
Pubbl/distr/stampa	Amsterdam ; ; Boston, : Academic Press, c2002
ISBN	1-281-05270-1 9786611052706 0-08-048837-4
Edizione	[1st ed.]
Descrizione fisica	1 online resource (133 p.)
Disciplina	658.4/092
Soggetti	Business etiquette Office politics Leadership Management
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di bibliografia	Includes bibliographical references (p. 107-108) and index.
Nota di contenuto	Machine generated contents note: WHAT IS LEADERSHIP? -- THE VARIOUS TYPES OF CHIEFS -- GENDER DIFFERENCES: Equal, but -- STARTING: The Different Approaches and the Entrance Speech -- THE DIFFERENCES BETWEEN ACADEMIC -- AND BUSINESS CHIEFS -- HOW TO DRESS WHEN YOU START -- HOW TO DRESS ONCE YOU ARE ESTABLISHED -- HOW TO USE YOUR OFFICE AS A THEATER OF OPERATIONS -- HOW TO BUDGET YOUR TIME -- GAINING RESPECT -- GAINING LOYALTY -- HOW TO TREAT CLOSE ASSOCIATES -- HOW TO TREAT EQUALS -- HOW TO TREAT SUBORDINATES -- TREATING ADVERSITY -- HOW TO RECRUIT AND PROMOTE TALENT -- HOW TO LET YOUR ASSOCIATES GO -- ENTERTAINING -- HAVING A NEW CHIEF -- RECRUITING -- PROMOTION TO THE NEXT STEP OF CHIEF -- SURVIVING AWAY FROM THE JOB -- SAYING GOODBYE -- EPILOGUE: Surviving and enjoying -- retirement.
Sommario/riassunto	Be in Charge: A Leadership Manual defines what "leadership" is. It includes comprehensive coverage on various types of chiefs (including both business and academic) and discusses gender differences in leadership styles. Also included are terrific tips on how to dress as a

leader, budget time efficiently, gain loyalty and respect, terminate employees professionally, recruit qualified people, treat adversity in the workplace, survive and enjoy retirement, and much more. Key Features \*  
A Foreword by Jeffrey R. Immelt, Chairman of the Board and Chief Executive Officer of GE, co

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