

1. Record Nr.	UNINA9910960041503321
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Titolo	How to become a better manager in social work and social care : essential skills for managing care / / Les Gallop and Trish Hafford-Letchfield
Pubbl/distr/stampa	London ; ; Philadelphia, : Jessica Kingsley Publishers, 2012
ISBN	9786613688484 9781280778094 1280778091 9780857004420 0857004425
Descrizione fisica	1 online resource (244 p.)
Collana	Essential skills for social work and social care managers
Altri autori (Persone)	Hafford-LetchfieldTrish
Disciplina	361.0068
Soggetti	Social workers - Supervision of Social work administration Social service
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. 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.