



Skills for New Managers (2nd Revised edition)

By Morey Stettner

McGraw-Hill Education - Europe. Paperback. Book Condition: new. BRAND NEW, Skills for New Managers (2nd Revised edition), Morey Stettner, This title features proven tips to handle everyday management situations - All in a fast-moving, easy-to-reference format. Managing people is one of the most demanding yet career - enhancing and rewarding skills you can have. Skills for New Managers, Second Edition, provides everything you need to excel as a manager from day one. From hiring productive employees to developing mentoring, leadership, and coaching skills, this fast-paced, easy-to-understand guide is your blueprint for managing your staff to success. Features: getting results by knowing when to speak up - and when to listen; motivating your staff to exceed expectations; delegating tasks and dealing with crises; and running meetings that are organized and focused. Briefcase Books, written specifically for today's busy manager, feature eye-catching icons, checklists, and sidebars to guide managers step-by-step through everyday workplace situations. Look for these innovative design features to help you navigate through each page: clear definitions of key terms and concepts; tactics and strategies for managing your staff; tips for executing the tactics in the book; practical advice for minimizing the possibility of error; warning signs for when things...



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