



Successful Manager's Handbook

Susan H. Gebelein, Kristie J. Nelson-Neuhaus, Carol J. Skube, David G. Lee, Lisa A. Stevens, Lowell W. Hellervik, Brian L. Davis

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Managing will never be easy, but it doesn't need to be so hard. The new edition of the Successful Manager's Handbook can help - like having a management consultant at your side to provide advice on the challenges you'll face in today's fast-paced work environment. Since it was first published in 1984, the Successful Manager's Handbook has proven to be a trusted resource for thousands of managers around the world. In fact, more than 800,000 copies are in circulation! It provides practical, easy-to-use tips, on-the-job activities, and suggestions for improving managerial skills and effectiveness. This 700-page ready reference guide will help you:

- * Create realistic action steps for your development plan
- * Search for ideas and activities for your long-term career development
- * Familiarize yourself with or advise others on performance expectations for managers

Synopsis The Successful Manager's Handbook is based on the latest research on four critical leadership performance dimensions:

- * Thought Leadership
- * Results Leadership
- * People Leadership
- * Self Leadership

Within these broad dimensions, are nine core factors which are essential to the success of managers in every industry, from seasoned professionals to entry-level. These factors are:

- * Communication
- * Interpersonal Leadership
- * Motivation & Courage
- * Self-management
- * Strategy
- * Judgment
- * Business Knowledge

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