



Management: The Essential Guide

By Esther Patrick

Need2Know. Paperback. Book Condition: new. BRAND NEW, Management: The Essential Guide, Esther Patrick, Are you applying for a job as a manager? It might be a team leader, supervisor, coach or section manager role -- companies are constantly on the look out for staff who welcome responsibility. But it takes guts to go from member of the group to manager -- and first-time management can be daunting. You are in charge of a team! This book guides you in simple terms through the first-time management minefield. The author uses examples of mistakes she made as first-timer boss, and offers a raft of factual and confidence-boosting advice. There are tips on how to praise and discipline your team, how to use psychological tools, the HR guidelines to follow, how to boost your own management skills and how to coach your people. Every first-time manager feels nervous at the start, but as you settle in you do gain in confidence and in strength. This guide will ease you in -- keep it in your desk as a handbook. You'll want to refer to it over and over again!.



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Reviews

Absolutely essential read publication. it absolutely was writtern very completely and valuable. It is extremely difficult to leave it before concluding, once you begin to read the book.

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Thorough guide for book enthusiasts. I am quite late in start reading this one, but better then never. Your lifestyle span will be transform when you total reading this article book.

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