



Management Skills for New Managers

By Carol W. Ellis

PHI Learning, 2008. Softcover. Book Condition: New. First edition. Being a manager requires not only contribution as an individual to the growth of the company but makes you responsible for the work of other people reporting to you. Management Skills for New Managers is a good-read for those who are making their first entry into management and are recently promoted to the role of a manager. It is an accessible and friendly book introducing the newly promoted managers to all the skills and information they need to excel in their new role. You learn how to : Define your role ? what does a manager do and how you can create the environment that helps those things get done? Communicate effectively ? how to interact with your staff and your own manager, using the right approach and most appropriate methods? Manage staff performance ? identify challenges, set objectives and give the people working under you what they need to do their jobs well. Delegate for maximum productivity ? how to assign tasks and projects to individual team members, making sure assignments get done on time. Motivate individual and teams ? how to inspire and get more from your team. Whether...



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