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Skills for New Managers (Briefcase Books Series)

Morey Stettner

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Skills for New Managers will include hands-on information on the following key topics: hiring new employees by asking the right questions; delegating work efficiently; dealing with the stress that comes with a management position; communicating effectively with your employees; how to master mentoring, leadership, and coaching styles. These books will be rich in practical techniques and examples, each book will supply specific answers to problems that managers will face throughout their careers. Skills for New Managers will detail specific techniques and strategies that managers can use to smooth their way into a management position, from hiring to delegating. The series will also continue its user-friendly, icon-rich format, which is designed to be easily digested for managers at all levels of the organizational hierarchy. Books in the series will also feature short, snappy chapters, bulleted lists, checklists and definition of terms as well as summaries at the end of every chapter.

From the Back Cover Proven tips to handle everyday management situations--all in a fast moving, easy-to-reference format. Learning to manage is probably the most demanding--yet career-enhancing--on-the-job training you will ever have. Let Skills for New Managers show you how to succeed and flourish as a manager. This short, highly focused model for effective management will help you master topics including: hiring--how to uncover and hire people who will shine--and make you look good; criticism and discipline--tips on how to carry out two of the most difficult--but essential--aspects of management; leadership--strategies and behavior styles for mentoring, coaching, problem resolution, and more. Effective management skills can be learned. Skills for New Managers will give you everything you need to create your own management style, use that style to promote solid performance in your employees--and take the next critical step in your climb up the career ladder. About the Author John Woods has been in publishing in numerous capacities for over 25 years. His career has evolved from working for publishers to working for himself. As the head of CWL Publishing Enterprises, he works with publishers to identify authors and work with those authors to develop various books, often also managing the production for the publisher. He has also become an author himself. As the packager, John will select authors, pending McGraw-Hill's approval of the choice, submit outlines of the manuscript for McGraw-Hill's approval, and will perform all of the packager duties on the books, providing McGraw-Hill with camera-ready copy.