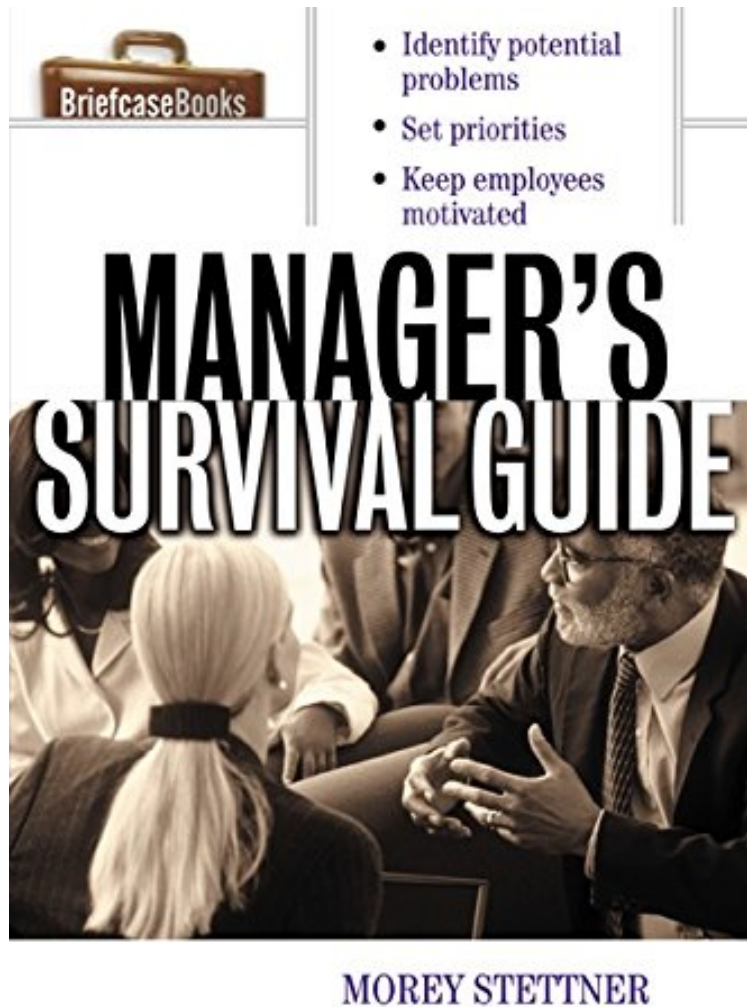


(Mobile ebook) The Manager's Survival Guide (Briefcase Books (Paperback))

The Manager's Survival Guide (Briefcase Books (Paperback))

Morey Stettner

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Morey Stettner : The Manager's Survival Guide (Briefcase Books (Paperback)) before purchasing it in order to gauge whether or not it would be worth my time, and all praised The Manager's Survival Guide (Briefcase Books (Paperback)):

0 of 0 people found the following review helpful. A Great Cliff Note ReferenceBy Peter ZehrenA wonderful cliff note reference on management. This book is an easy read giving logical ways to manage. A great tool especially for first time managers who need guidance when mentors either are not abundantly around, or able to advise in areas they've never encountered.

Now translated into 12 languages! This reader-friendly, icon-rich series is must reading for managers at every level All managers, whether brand-new to their positions or well established in the corporate hierarchy, can use a little "brushing up" now and then. The skills-based Briefcase Books series is filled with ideas and strategies to help managers become more capable, efficient, effective, and valuable to their corporations. In today's fast-changing, uncertain business environment, effective management is more difficult than ever. The Manager's Survival Guide is the first hands-on, broad-brush guidebook for handling difficult management situations with skill, diplomacy, and success. Keying on techniques for recognizing and dealing with problems quicklyshy;shy;or even before they beginshy;shy;it explains how to set priorities, interface with both upper management and employees, implement process management, and more.

From the Back CoverWorkplace-Tested Techniques for Tackling Problems, Handling Delicate Situations, Keeping Bosses and Workers Happy, and More Difficult employees ... Demanding bosses ...irate customers ... As a frontline manager in today's no-room-for-error workplace, you never know where your next problem is coming from. What you do know is that you'll be expected to solve that problem, and solve it quickly. The Manager's Survival Guide features proven tips and strategies for sensing imminent problems, formulating workable solutions, following up to ensure problems don't reoccur, and more. This latest volume in McGraw-Hill's skills-based Briefcase Books series features the hands-on knowledge and skills you need to: Move from problem to solution in four logical steps Keep performance high--even when morale is low Take proactive steps to reduce the likelihood of mishaps Your reputation as a manager is being built today, and everything you do today will impact both your career prospects and your peace of mind. Let The Manager's Survival Guide give you the tools you need to take charge of your surroundings, and handle everyday management difficulties with leadership, diplomacy, and results-based effectiveness. 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, concepts, and jargon Tactics and strategies for reducing management difficulties Insider tips for implementing strategies, tactics, and ideas Practical advice for minimizing management mistakes Warning signs of things going wrong when managing a problem Stories and insights from the managerial experiences of others Specific procedures, tactics, and techniques for following this book's advice About the AuthorMcGraw-Hill authors represent the leading experts in their fields and are dedicated to improving the lives, careers, and interests of readers worldwide