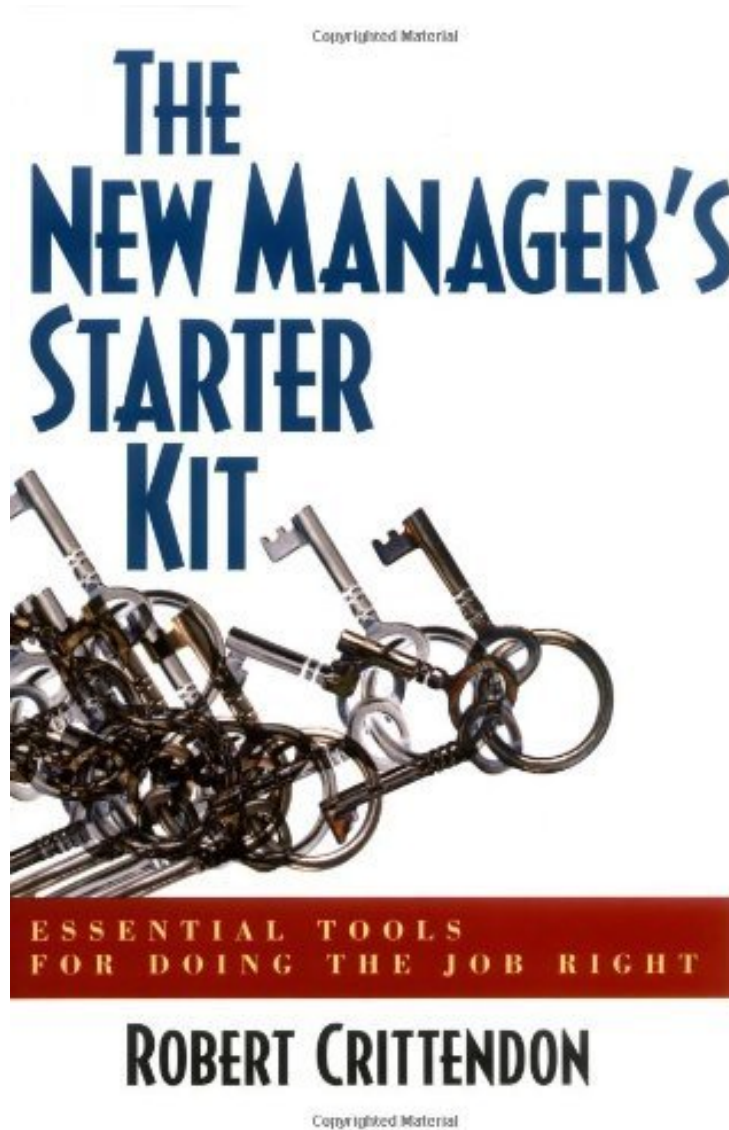


[Read free] The New Manager's Starter Kit: Essential Tools for Doing the Job Right

# The New Manager's Starter Kit: Essential Tools for Doing the Job Right

*Robert Crittendon*

*ePub | \*DOC | audiobook | ebooks | Download PDF*



 Download

 Read Online

#2223209 in eBooks 2001-10-02 2001-07-31 File Name: B000RY47E4 | File size: 22.Mb

**Robert Crittendon : The New Manager's Starter Kit: Essential Tools for Doing the Job Right** before purchasing it in order to gage whether or not it would be worth my time, and all praised The New Manager's Starter Kit: Essential Tools for Doing the Job Right:

4 of 4 people found the following review helpful. Lessons for Management and LifeBy James K. YoudenThis book provides an easy to read and down to earth series of important lessons for new and old managers alike. The best feature of this thoughtful book is that these lessons are valid for business and everyday life. You can use the same

lessons for managing your life just as easily as your career. No lofty management theories here, just good useful information. I would recommend the book to all managers, since many times once we become involved in 'Management', we forget where we are headed and what is important. This book reminds us. It is filled with good references and quotes that can be used in almost any situation. I finished the book in one sitting (OK it was long day...) and have referred to it several times. I have even quoted excerpts in other papers I've written recently. If you enjoyed Stephen R. Covey's "Seven Habits" book, this book I think is a good follow-up. It reinforces many of Covey's ideas, and provides the next step; how to go about actually implementing some of the 7 habits. This is a book every successful manager needs to have in their reference library. The first two sentences in the book set the tone: "The first rule is to arm yourself with a personal code of conduct. The second rule is to never break the first rule." 2 of 2 people found the following review helpful. Experience Speaks...By Darrel E. FavrhovThe management necessities are all there. Crittendon does an exceptional job of encapsulating the essentials of good managing practices. His casual, personable style of writing is refreshing, making this book a fast read and an easy study for the new manager who is always tight on time. If only all management texts were written this way! Of all the chapters in the book, one of the most vital is "Managing Your Reputation." To a new manager, these seven points are an absolute must for establishing your credibility and your professional stature within the corporation, as well as the business community at large. To the seasoned professional manager, a review of this chapter alone is enough to awaken a desire to re-dedicate oneself to an even higher performance level. Crittendon's wholesome approach to the business of managing business, displays his own high sense of integrity--indeed, it comes through loud and clear in virtually every chapter of this book. I am proud to say that, more than thirty years ago I worked, learned and prospered under Mr. Crittendon's enlightened guidance at his business alma mater, Beckman Instruments, Inc. The values I learned there were essential to my own later successes. 0 of 0 people found the following review helpful. A Great Handbook for New Supervisors! By A Customer This book was perfect for me- it's brief and straight to the point. The information is practical and is obviously generated from years of experience. I may tear a few pages out to keep in my back pocket as reminders.

"New managers can find hope (and help) with this handbook of practical, upbeat advice from a 40-year veteran of the business battlefield. This book takes readers through the fundamentals of management, including chapters on how to successfully manage yourself, your employees, your boss, and your reputation. The New Manager's Starter Kit provides the techniques necessary to make it as a manager, answering questions like: \* What is the biggest mistake a manager can make in hiring? \* Why must managers make communications an obsession? \* What is the "planning hierarchy"? \* When, where, and how should a manager fire someone? \* How can satisfying ten basic employee needs transform you into a leader? With rules and tools included in each chapter, this book will help the less experienced manager master critical skills for job success and personal satisfaction."