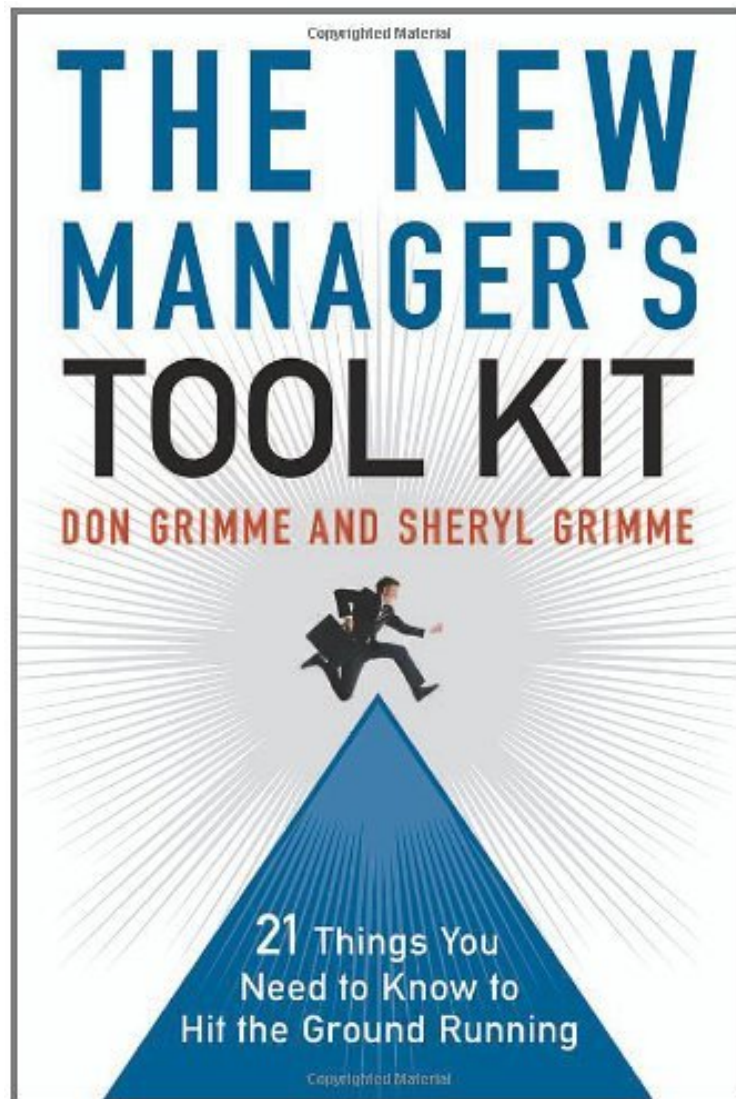


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The New Manager's Tool Kit: 21 Things You Need to Know to Hit the Ground Running

Don Grimme

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Don Grimme : The New Manager's Tool Kit: 21 Things You Need to Know to Hit the Ground Running before purchasing it in order to gage whether or not it would be worth my time, and all praised The New Manager's Tool Kit: 21 Things You Need to Know to Hit the Ground Running:

0 of 0 people found the following review helpful. Book should be given to every New Manager!By K. DavidsonExcellent summary of the exact skills needed by EVERY manager. I like the chart in the beginning that shows the difference between what is important to an employee vs. what managers think is important. One word of

caution. Reading this book was quite depressing as it brought to life the complete and total failure of the current management where I work. All they need to do is care, listen and show a little respect. I don't know why managers are so inept. Maybe they take the easy way out, since it would take too much effort to take a small interest in your employees. No wonder so many employees are actively disengaged. 0 of 0 people found the following review helpful. well received By Rama Salim Richa Nice book 5 of 6 people found the following review helpful. Book did not demonstrate what it was advertised for. By Tiffany Sturges The two stars are due to the book having information that I could use; However, as for the title and what the book's content has - it did not fit what it was advertised for. The book covered things all manager's should know, just was not specific enough for a new manager to "hit the ground running". I am a new manager at a large, government facility. Being that I am new, I am of the lower classification of manager's and do not get to make decisions about what our mission statement is or allowing the Agency's skills to be beneficial to an employee in a personal matter. The goal I wanted from this book was how to deal with becoming a new manager, the things I should know as a manager that will equip me to handle the new role and be successful. I was greatly disappointed in the format and content of the book. I would like to note that there is quite a bit of good information here that I will utilize and it is valuable. Perhaps a title change: The Manager's Toolkit.

Novice managers have their work cut out for them: all new skills to learn, different personalities to deal with, and greater responsibilities to fulfill. The New Manager's Tool Kit provides a fresh, friendly approach for those charged with the task of supervision. The book encourages readers to take on the challenges of management and provides them with fast, powerful lessons to help them: increase productivity - unlock hidden talent - work with different types of people - communicate effectively - diagnose problems - coach good or problematic employees - turn on teamwork - avoid burnout - eliminate conflict - nurture the next generation of managers Ranging from basic skills to those more advanced, this book gives fledgling managers the help they need to succeed with flying colors, right from the start.

"There's a lot of good information in the book [The New Manager's Tool Kit]." --Inland Empire Business Journal "Providing basic skills to more advanced, The New Manager's Tool Kit offers advice, encouragement, and practical methods for success as a manager or leader in any work environment." --AORN Journal From the Back Cover As a new manager, you've got your work more than cut out for you: all new skills to learn, different personalities to deal with, and greater responsibilities to fulfill. The New Manager's Tool Kit arms you with the fast, practical advice you need to:

- increase productivity
- unlock hidden talent in your people
- work with different types of employees
- communicate effectively with your reports
- diagnose problems
- coach good or problematic employees
- turn on teamwork
- avoid burnout
- eliminate conflict

and even nurture the next generation of managers! You'll learn how to understand and work with fundamental personal and interpersonal components of your job including attitude, assertiveness, and managing stress and anger. You'll also discover powerful techniques for mentoring and motivating employees, optimizing performance, and encouraging positive and productive communication. In addition, the book covers issues of special relevance to today's workplace, such as retention, diversity, rapid or unexpected change, different generations in the workforce, disabilities, harassment, workplace violence, and more. Ranging from basic skills to those more advanced, The New Manager's Tool Kit helps you take on the many challenges of management without missing a beat, offering you advice, encouragement, and practical, no-nonsense methods for immediately succeeding in your new role. "Useful at every level of an organization, it is a practical and comprehensive guide to becoming a skilled manager of people." --Peter Schwartz, Chairman, Monitor Global Business Network, and author of The Art of the Long View Don Sheryl Grimme are co-owners of GHR Training Solutions. They train companies and government agencies, including Pfizer, AOL, Nestle-Purina, NASA, and the Veterans Administration, and speak at national conferences. Based in South Florida, the Grimmes travel throughout the U.S. to deliver their training and speaking services. About the Author Don Grimme and Sheryl Grimme (Tamarac, FL) are co-owners of GHR Training Solutions, which provides training for companies and government agencies including Motorola, NASA's Kennedy Space Center, and Auntie Ann's. They are frequent keynote speakers and presenters at national conferences.