



Skills for New Managers (Briefcase Books)

Morey Stettner

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PROVEN TIPS TO HANDLE EVERYDAY MANAGEMENT SITUATIONS --ALL IN A FAST-MOVING, EASY-TO-REFERENCE FORMAT

Managing people is one of the most demanding yet career-enhancing and rewarding skills you can have. *Skills for New Managers*, Second Edition, provides everything you need to excel as a manager from day one. From hiring productive employees to developing mentoring, leadership, and coaching skills, this fast-paced, easy-to-understand guide is your blueprint for managing your staff to success.

- Getting results by knowing when to speak up--and when to listen
- Motivating your staff to exceed expectations
- Delegating tasks and dealing with crises
- Running meetings that are organized and focused

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 and concepts
- Tactics and strategies for managing your staff
- Tips for executing the tactics in the book
- Practical advice for minimizing the possibility of error
- Warning signs for when things are about to go wrong
- Examples of successful management tactics
- Specific planning procedures, tactics, and hands-on techniques



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