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"Managers often learn how to lead and manage while doing their jobs. The Successful

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Manager's Handbook helps you fulfill two of your most important roles as a manager--developing yourself and coaching others." -- back cover.

Managing will never be easy, but it doesn't need to be so hard. The new edition of the Successful Manager's Handbook can help - like having a management consultant at your side to provide advice on the challenges you'll face in today's fast-paced work environment. Since it was first published in 1984, the Successful Manager's Handbook has proven to be a trusted resource for thousands of managers around the world. In fact, more than 800,000 copies are in circulation! It provides practical, easy-to-use tips, on-the-job activities, and suggestions for improving managerial skills and effectiveness. This 700-page ready reference guide will help you:

- * Create realistic action steps for your development plan
- * Search for ideas and activities for your long-term career development
- * Familiarize yourself with or advise others on performance expectations for managers

Synopsis The Successful Manager's Handbook is based on the latest research on four critical leadership performance dimensions:

- * Thought Leadership
- * Results Leadership
- * People Leadership
- * Self Leadership

Within these broad dimensions, are nine core factors which are essential to the success of managers in every industry, from seasoned professionals to entry-level. These factors are:

- * Communication
- * Interpersonal
- * Leadership
- * Motivation & Courage
- * Self-management
- * Strategy
- * Judgment
- * Business Knowledge

Get Your Copy Today! Editorial Reviews "Successful Manager's Handbook answers the perennial question, Now that I know what my strengths and development needs are, exactly what can I do about it? This simple, action- and behavior-oriented tool helps everyone prepare specific, meaningful development plans." --Coleman Peterson, President & CEO, Hollis Enterprises, Retired EVP-People WalMart Stores, Inc "A one-stop-shop... a wonderful resource for improving performance." --D. Bradford Neary, Director, Executive & Leadership Development, Medtronic, Inc. "Need to develop effective, resilient leaders? This book will get you there." --Victoria Berger-Gross, Senior Vice President of Human Resources, Tiffany & Co.

Are you looking to take the next step in your career? Can you manage yourself with ease, but need more confidence when managing others? Achieving excellence as a manager requires a broad skillset, and The Essential Manager's Handbook provides easy-to-follow and engaging advice on the 6 key areas. Nurture your confidence with managing people, leadership, achieving high performance, effective communication, presenting, and negotiating. With key quotes, bright visuals, and breakdowns by subject, this book is accessible and easy-to-use. Interactive tips and checklists will encourage you to note down your thoughts, examining past and present workplace experiences that you can learn from. Expert insights from management professionals and step-by-step instructions will help you understand how to deal with challenges and gain valuable management skills for life. This accessible and clear guide is packed with practical, no-nonsense information covering everything you need to know about acquiring and developing management skills. Pick up The Essential Manager's Handbook for quick reference when you're in need of guidance or work through each section at your own pace to become the best manager you can be. Series Overview: DK's Essential Managers series contains the know-how you need to be a more effective manager and hone your management style, covering a range of essential topics, from managing, coaching, and mentoring teams and individuals to time management, communication, leadership, and strategic thinking. Each guide is clearly presented for ease of reference, with visual pointers, tips, and infographics.

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The one primer you need to develop your managerial and leadership skills. Whether you're a new manager or looking to have more influence in your current management role, the challenges you face come in all shapes and sizes—a direct report's anxious questions, your boss's last-minute assignment of an important presentation, or a blank business case staring you in the face. To reach your full potential in these situations, you need to master a new set of business and personal skills. Packed with step-by-step advice and wisdom from Harvard Business Review's management archive, the HBR Manager's Handbook provides best practices on topics from understanding key financial statements and the fundamentals of strategy to emotional intelligence and building your employees' trust. The book's brief sections allow you to home in quickly on the solutions you need right away—or take a deeper dive if you need more context. Keep this comprehensive guide with you throughout your career and be a more impactful leader in your organization. In the HBR Manager's Handbook you'll find:

- Step-by-step guidance through common managerial tasks
- Short sections and chapters that you can turn to quickly as a need arises
- Self-assessments throughout
- Exercises and templates to help you practice and apply the concepts in the book
- Concise explanations of the latest research and thinking on important management skills from Harvard Business Review experts such as Dan Goleman, Clayton Christensen, John Kotter, and Michael Porter
- Real-life stories from working managers
- Recaps and action items at the end of each chapter that allow you to reinforce or review the ideas quickly

The skills covered in the book include:

- Transitioning into a leadership role
- Building trust and credibility
- Developing emotional intelligence
- Becoming a person of influence
- Developing yourself as a leader
- Giving effective feedback
- Leading teams
- Fostering creativity
- Mastering the basics of strategy
- Learning to use financial tools
- Developing a business case

HBR Handbooks provide ambitious professionals with the frameworks, advice, and tools they need to excel in their careers. With step-by-step guidance, time-honed best practices, real-life stories, and concise explanations of research published in Harvard Business Review, each comprehensive volume helps you to stand out from the pack—whatever your role.

New edition of this bestselling practical guide to managing. Get the information and skills you need to succeed. Find out the essential techniques of effective management, from communication to innovation. Discover how to lead and influence others from developing your NLP skills to dealing with difficult people and appraising staff. And learn the art of successful work life balance, whilst managing your career. Tips, dos and don'ts, highlights on key subjects, 'SOS' hints on what to do in a particular situation, plus real-life case studies demonstrate key managing skills. Plus, discover over 1,200 power tips for boosting the efficiency of your team. Read it cover to cover, or dip in and out of topics for quick reference. Handy tips for experienced managers or those looking to pick up new skills - take it wherever your work takes you.

The change management profession is no longer in its infancy. Readily identifiable in organizations and in business literature it is no longer reliant on parent disciplines such as organizational development or project management. Change management is itself in a state of change and growth - the number of jobs is increasing and organizations are actively seeking to build their change management capability. The Effective Change Manager's Handbook, the official guide to the CMI Body of Knowledge, is explicitly designed to help practitioners, employers and academics define and practice change management successfully and to develop change management maturity within their organization. A single-volume learning resource covering the range of underpinning knowledge required, it includes chapters from esteemed and established thought leaders on topics ranging from benefits management, stakeholder strategy, facilitation, change readiness, project management and education and

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learning support. Covering the whole process from planning to implementation, it offers practical tools, techniques and models to effectively support any change initiative.

The Successful Sales Manager: A Sales Manager's Handbook for Building Great Sales Performance is a new book published by industry veteran Dustin W Ruge. In the book, Dustin covers the critical aspects as to why so many sales organizations fail and how to successfully move from bad sales management performance to great sales leaders and results. Website: <http://www.thesuccessfulsalesmanager.com> Book Endorsements From Sales Industry Leaders: "The Successful Sales Manager is a hands-on, practical and highly useful guide that any sales manager should keep as an instant go-to resource close to their desk. I wish I had a copy of this book when I started my business; it would have saved me a lot of time building a high performance team." -- Gerhard Gschwandtner, Founder and CEO of Selling Power Magazine "Effective sales managers are difficult to find. That's because even though it could mean the difference between success and failure, sales management is one of the least taught skill sets in business today. Congratulations Dustin for capturing the keys to this otherwise mysterious discipline in your book, *The Successful Sales Manager*. Frankly, everyone should have a copy of this book including salespeople who are managing a territory and will someday be promoted into this role." -- Thomas A. Freese, Author: *Secrets of Question Based Selling* "A must read for anyone who wants a successful career in sales management. *The Successful Sales Manager* cuts straight to the chase on what you need to do to get the most out of your sales teams." -- Joe Girard, *World's Greatest Retail Salesman*, attested by *The Guinness Book of World Records!* www.joegirard.com "So many people fail to become great sales managers. Reading the tips and advice in this book can help anyone overcome that obstacle and succeed in sales." -- Michael LeBoeuf, Author of *How to Win Customers and Keep Them for Life*

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Lead learning in your organization! Here's a great resource to link program planning to project management that helps in decision making to product workplace training programs on time and within budget.

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