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Essential Managers Manual

Robert Heller, Tim Hindle



Essential Managers Manual:

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management skills Jam packed with information on all the key management skills including leadership negotiation effective communication and maximising performance the Essential Manager s Handbook is the indispensable guide to effective management With key quotes bright visuals and breakdowns by subject the Essential Manager s Handbook is accessible and easy to use Understand how to deal with challenges with advice from experts and step by step instructions to help you gain valuable management skills for life *Essential Managers Management Handbook* Phillip L. Hunsaker,2022-05-31 Are you looking to take the new 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 Management Handbook provides easy to follow and engaging advice on the seven key areas Nurture your confidence with managing people leadership achieving high performance effective communication presenting negotiating and flexible working 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 **Essential**

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