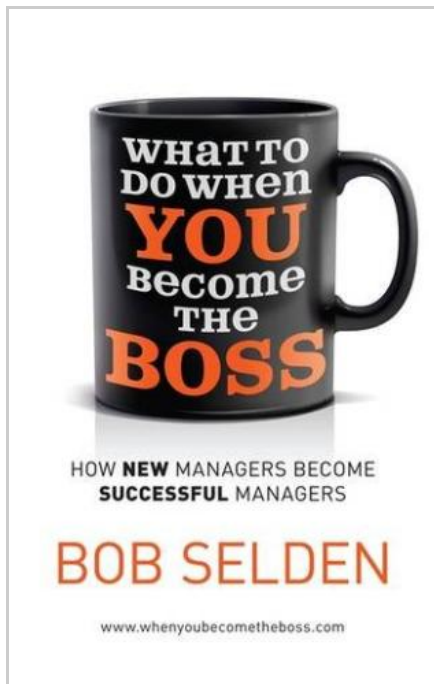



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What to Do When You Become the Boss: How New Managers Become Successful Managers

By Bob Selden

Headline Publishing Group. Paperback. Book Condition: new. BRAND NEW, What to Do When You Become the Boss: How New Managers Become Successful Managers, Bob Selden, What to do when you get promoted to management level and, in particular, how to manage people. Most new managers get very little initial training on how to manage. Generally, new managers are promoted or selected for the role because of their excellent technical or professional expertise. It is assumed therefore that they will also be experts at people management, but this is often not the case. WHAT TO DO WHEN YOU BECOME THE BOSS is a complete how to guide for first-time managers. Simple and practical, you'll discover how to: Become an effective leader and get the best out of yourself and be recognised throughout the organisation; Allocate your time effectively between leading, managing and operating; Manage your boss; Manage team performance, including setting standards, coaching, motivating and appraising performance; Delegate, make effective decisions and run motivating meetings; Choose the right person for the job using a proven method.



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