The first-time manager

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Abstrak

"A true management classic with 200,000 copies sold, this new, expanded edition is still the ultimate guide for every new manager. Since its original publication, The First-Time Manager has helped many thousands of rookie managers handle their new responsibilities -- and now it can help you! Clear and concise, the book covers all the fundamentals you need for success, with indispensable advice on topics including hiring and firing, leadership, motivation, and managing time and stress. In addition, the completely updated fifth edition shows you how to build trust and confidence, be an active listener, manage a diverse group of individuals, conduct performance appraisals, and address many other challenges that come with the manager's job. Written in an inviting and accessible style, this classic skill-building book is an essential tool for becoming an effective, confident new manager."