

## The manager's question and answer book

Stone, Florence M., author

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### Abstrak

"Sometimes a manager's job can seem overwhelming. Managers need to set goals, communicate well, train and motivate people, appraise performance, and cope with sensitive policy issues. It's no wonder they have so many questions: ""How do I challenge people who've lost their motivation?"" ""What do I do to increase productivity?"" ""How do I address questions about impending layoffs -- when I know they're true?"" ""How do I deal with my own difficult boss?"" "The Manager's Question and Answer Book" answers over 100 of these common -- and important -- management questions.