

## The leader's tool kit: hundreds of tips and techniques for developing the skills you need

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### Abstrak

Leaders and aspiring leaders need to constantly work on perfecting the skills they need to excel at their jobs—often in the midst of very busy schedules. The Leader's Tool Kit provides the perfect answer, giving leaders hundreds of proven techniques presented in a way that allows them to quickly and easily absorb sophisticated information on a wealth of leadership topics. It is an indispensable guidebook for anyone seeking to master the skills critical to leadership success and features practical advice on topics such as: Strategic Leadership (alliances, change, influencing the future and sustainability) Leading Your People (coaching, training, mentoring and retention) Performance Leadership (accountability, innovation and measurement) Life and Career Management (career development, learning and values) Leadership Fundamentals (decision making, ethics and problem solving)