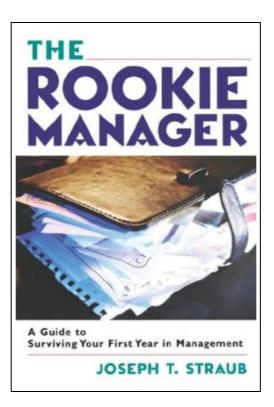
# The Rookie Manager: A Guide to Surviving Your First Year in Management (Paperback)



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# Reviews

Thorough information! Its this type of great go through. It is amongst the most incredible publication i actually have read through. It is extremely difficult to leave it before concluding, once you begin to read the book. (Germaine Welch)

## THE ROOKIE MANAGER: A GUIDE TO SURVIVING YOUR FIRST YEAR IN MANAGEMENT (PAPERBACK)



Amacom, 2007. Paperback. Condition: New. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*. For all new managers who are stressed out over how they re going to handle their new responsibilities, The Rookie Manager is the next best thing to a Swedish massage--the perfect stress-reducer. This indispensable guide prepares inexperienced managers for the realities of today s fast-paced business environment, providing real-world information that helps readers relax comfortably into their new managerial positions. Topics covered include: \* Understanding the manager s role \* Managing former peers \* Choosing a management style \* Daily planning \* Leadership and coaching \* Managing a team \* Motivating people to do their best \* Making tough decisions \* Delegating work \* Hiring and orienting new employees \* Conducting performance appraisals \* Disciplining and terminating employees \* Building communication skills--both up and down the hierarchical ladder, and more.

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