



Managing For Dummies

Bob Nelson, Peter Economy

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Being a manager can be an intimidating and challenging task. Managing involves teaching new skills to employees, helping land a new customer, accomplishing an important assignment, increasing performance, and much more. The process of management can be very challenging at times, but it can also bring you a sense of fulfillment that you never imagined possible. Organizations rely on managers to make the most out of situations and get the best possible results. "Managing For Dummies, 2nd Edition", is perfect for all levels of managers. This clearly written, easy to understand guide will help anyone to: hire talented employees; master skills such as conflict resolution and coaching; initiate change and deal with resistance to change; set and communicate your goals; motivate employees to go above and beyond expectations; and discover real life solutions to the most common situations that supervisors and managers face solutions that stand up over time and can be used during turbulent times. "Managing For Dummies, 2nd Edition", also covers the following topics and more: delegating: the manager's no.1 tool; inspiring employees to better performance; getting your message across to your employees; measuring and monitoring individual and project performance; focusing on ethics and office politics; team building and collaboration; and tools and techniques for managers. Managing in today's lightning speed business world requires that you have the latest information and techniques for getting the job done. This book provides you with straightforward advice and up to the minute strategies for dealing with anything that comes your way.

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