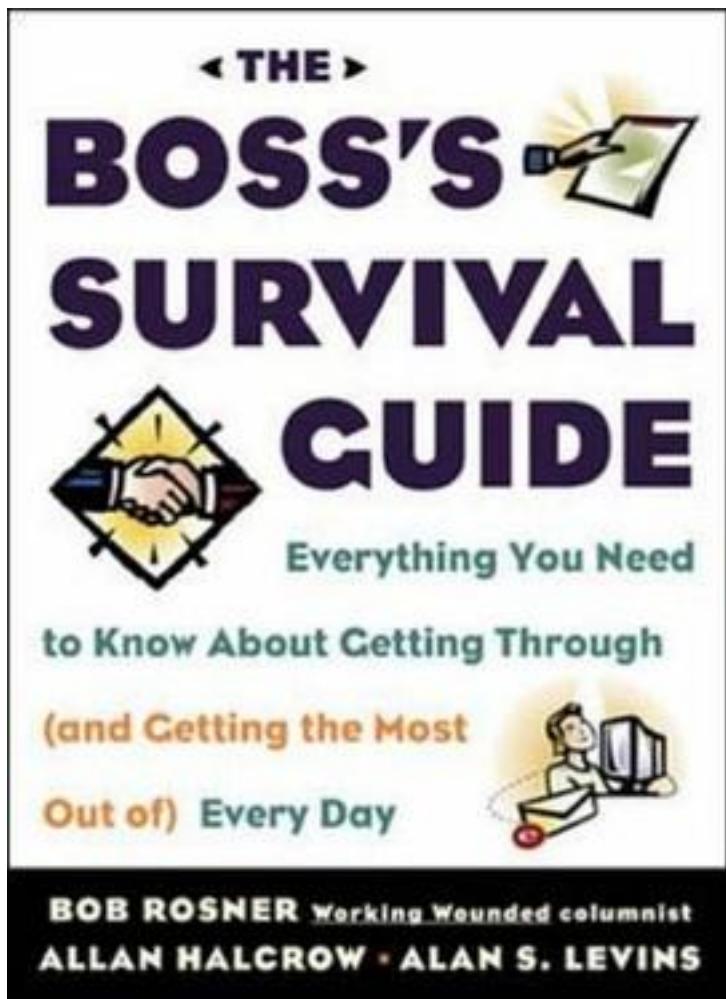


# The Boss's Survival Guide



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This book contains strategies for managing today's new breed of "Their Way or the Highway" Employees. Modern employees are expected - and eager - to voice their

opinions...Average job tenure is now 3.5 years - and falling...Employees demand instant results - and immediate rewards. Being a boss in today's MTV attention-span workplace is more frustrating than ever before. It can also be more rewarding. The "Boss' Survival Guide" provides hands-on, real-world advice on how to hire, motivate, and keep today's higher-educated, lower-loyalty employee. Filled with examples, exercises, checklists and more, it is a step-by-step guidebook for successful twenty-first-century employee management. Refer to it often for invaluable information including: 12 steps to better bossing; different leadership styles for different results; where to find the best job candidates; how to structure a job package they won't turn down; 10 things to do to keep your best people; how to use and manage e-mail appropriately; techniques for coaching, team-building, and setting realistic expectations; ways to effectively discipline - and terminate - problem employees and more. "WOW!!!" - Tom Peters, author, "In Search of Excellence". "This book has everything you'll ever need to know about being an effective boss, but don't have time to learn." - Ken Blanchard, Ph.D., coauthor, "The One-Minute Manager", "Raving Fans", and "Gung Ho". "At last, a definitive guide for bosses on the hiring, care, and feeding of employees." - Richard N. Bolles author, "What Color Is Your Parachute?"

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