

BECOMING AN EFFECTIVE LEADER



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This work presents timesaving guides to sharpen your skills, improve on the job and gain a competitive advantage. "The Results-Driven Manager Series" offers concise and action-oriented books that bring together the best and most current business thinking, advice, and practices that managers can put to use today to increase their impact on their organization's success and advance their own careers. The series brings together timely articles from "HBSP" newsletters to help senior to middle managers sharpen their skills, increase their effectiveness, and gain a competitive edge. Presented in a highly accessible format to save managers valuable time, these books offer authoritative insights and techniques for improving job performance and achieving immediate results. Managers are under increasing pressure to deliver better results faster than the competition. But meeting today's tough challenges requires complete mastery of a full array of management skills, from communicating and coaching to public speaking and managing people. "The Results-Driven Manager" series is designed to help time-pressed managers hone and polish the skills they need most. These timely guides will help managers improve their job performance today and give

them the edge they need to become the leaders of tomorrow. "Becoming an Effective Leader" suggests that leadership is a balancing act. It requires communicating a compelling vision, convincing others to buy into that vision, and marshaling resources and talent to make it happen. This guide will help new and seasoned leaders master the complex art of the leadership role. It helps you improve decision making and communication. It helps to earn trust and build momentum. It also helps to inspire and enable others to excel.

The Results-Driven Manager Series brings together timely articles from HBSP newsletters to help senior to middle managers sharpen their skills, increase their effectiveness and gain a competitive edge.

Book Dimension

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目录:

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