The New Manager's Starter Kit

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With chapters on how to successfully manage yourself, your employees, your boss and your reputation, new managers can use this guide to discover the fundamentals of management. The "Starter Kit" provides the techniques necessary to make it as a manager, answering questions like: what is the biggest mistake a manager can make in hiring?; why must managers make communications an obsession?; what is the "planning hierarchy"?; when, where and how should a manager fire someone?; and how satisfying ten basic employee needs transform you into a leader.

作者介绍:

目录:

The New Manager's Starter Kit_下载链接1_

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