

Developing Management Skills



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For undergraduate/graduate Principles of Management and Management Skills courses. Whetten/Cameron teaches students the ten essential skills all managers should possess in order to be successful. This guide to effective managerial behavior shows readers what they need to know to perform well as managers, synthesizes a large body of scholarly research related to each skill topic, and uses a proven learning methodology. Emphasizing the basic human skills that lie at the heart of effective management, it combines academic knowledge with real world practicality, the key to this book's proven durability. Assisting readers in improving their management skills, this book covers the following topics: personal skills such as developing self-awareness, managing stress, and solving problems creatively; interpersonal skills such as communicating supportively, gaining power and influence, motivating others, and managing conflict; group skills such as empowering and delegating, building effective teams and leading positive change; and oral and written presentations, and conducting interviews and meetings

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