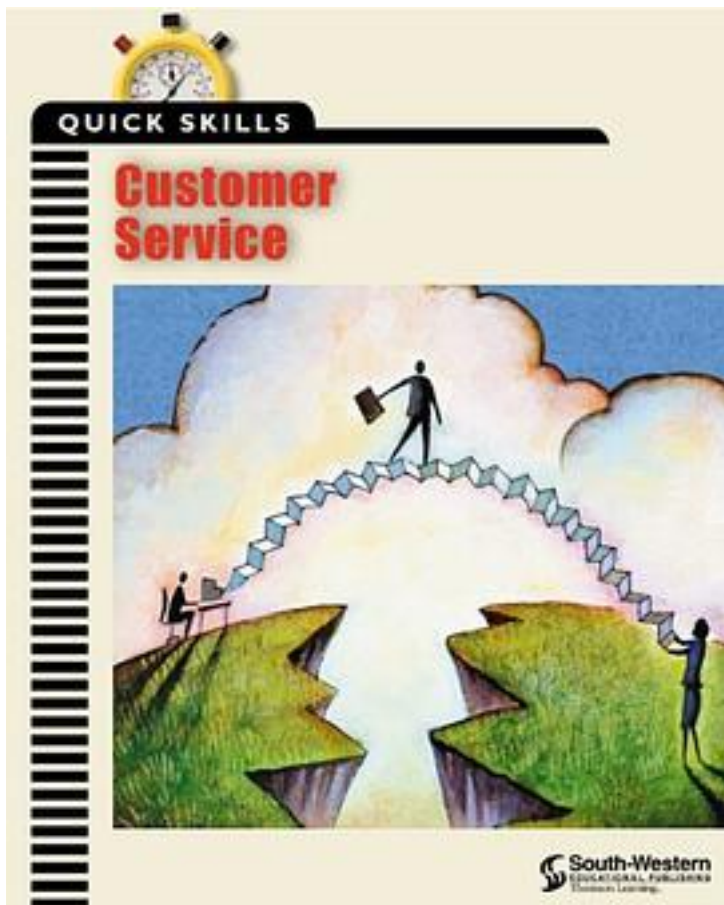


# Quick Skills



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This book enhances the reader's opportunity for career success by targeting fundamental skills. Skills For the First Time Supervisor will provide the foundation necessary for effectively working with and managing others. Covering areas such as decision making as a supervisor, motivating employees and handling change and

conflict among employees, this is the perfect reference for the experienced professional new to a manager's position as well as for the entry level person looking to learn more about management.

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