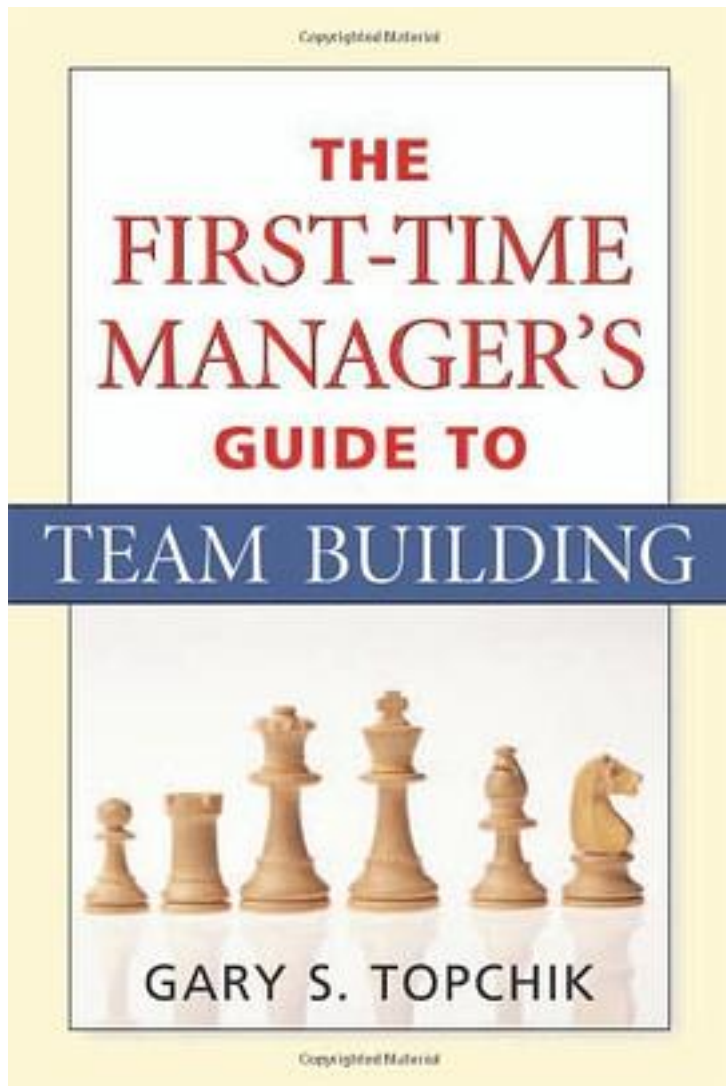


# The First-Time Manager's Guide to Team Building



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著者:Gary S. Topchik

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With the same brand of accessible and sage advice readers found in The First-Time Manager , this new offering from management expert Gary S. Topchik covers the basics of team building. The book helps readers discover how their own leadership and management style influences the success of their teams. Managers will learn how to: Make the transition from team member to team leader Understand the difference between a team and a work group Hold team members accountable Make their teams more productive Manage challenging situations and resolve conflict within a team. Written in an engaging, conversational style, Topchik explains the five essential qualities of a high-performing team: goals and standards; decision making; honest communication; clear roles and responsibilities; and celebrating success. Packed with activities and assessments for both the manager and team members, this is an essential guide for any manager who strives for team-building success.

作者介绍:

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