

# Managing People



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A practical, pocket-sized guide to managing people which will give you the information and skills to succeed. Find out how to improve your people management skills by learning how to motivate staff, improve performance and create positive relationships in the workplace. You'll learn to build confidence, communicate clearly and establish trust. Tips, dos and don'ts and 'In Focus' features on what to do in a particular situation, plus real-life case studies demonstrate how to evaluate performance, develop your team and manage change. Read it cover-to-cover, or dip in and out of topics for quick reference. Handy tips in a pocket-sized format - take it wherever your work takes you.

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