The First Time Manager
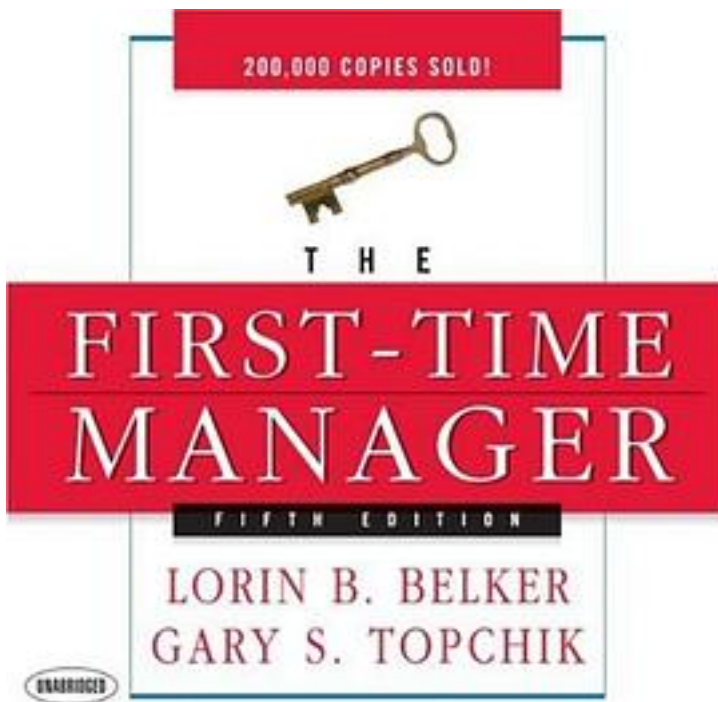

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Since its original publication, The First-Time Manager has helped many thousands of rookie managers handle their new responsibilities...and now it can help you! Clear and concise, this audiobook covers all the fundamentals the listener needs for success, with indispensable advice on topics including hiring and firing, leadership, motivation, and managing time and stress. In addition, the completely updated fifth edition shows him how to build trust and confidence, be an active listener, manage a diverse group of individuals, conduct performance appraisals, and address many other challenges that come with the manager's job.

Written and read in an inviting and accessible style, this classic skill-building audiobook is an essential tool for anyone who wants to become an effective, confident new manager.

作者介绍:

目录:

标签

管理

Management

英文

3管理

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评论

读过19章

打算花点时间学习一下管理的艺术了，在手机safari上利用碎片时间看的，貌似几个礼拜就搞定了，效率蛮高，这本书涉及的面比较广，有蛮多实用性的建议，但更多的是一些常识 — anyway，还是需要多复习，多应用，才能深入掌握，而不是一读而过

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书评