



The Joy of Retirement: Finding Happiness, Freedom and the Life You ve Always Wanted

By David C. Borchard

Amacom, United States, 2008. Paperback. Book Condition: New. 226 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****.As a new manager, you ve got your work more than cut out for you: all new skills to learn, different personalities to deal with, and greater responsibilities to fulfill. The New Manager s Tool Kit arms you with the fast, practical advice you need to: increase productivity; unlock hidden talent in your people; work with different types of employees; communicate effectively with your reports; diagnose problems; coach good or problematic employees; turn on teamwork; avoid burnout; eliminate conflict; and, even nurture the next generation of managers! You ll learn how to understand and work with fundamental personal and interpersonal components of your job including attitude, assertiveness, and managing stress and anger. You ll also discover powerful techniques for mentoring and motivating employees, optimizing performance, and encouraging positive and productive communication. In addition, the book covers issues of special relevance to today s workplace, such as retention, diversity, rapid or unexpected change, different generations in the workforce, disabilities, harassment, workplace violence, and more. Ranging from basic skills to those more advanced, The New Manager s Tool Kit helps...



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