



How to Say it for First Time Managers (Paperback)

By Jack Griffin

Prentice Hall Press, United States, 2018. Paperback. Condition: New. Language: English . Brand New Book. An all-new guide to help first-time managers and supervisors develop effective communication skills for leading and inspiring their staff. From the author of *How to Say It(r) at Work*, a one-stop communication primer for anyone in a management position for the first time. Covering everything from delegating, planning and running meetings, and mentoring, to building a team and motivating subordinates, this is the perfect reference for anyone who wants to put their best foot forward as they climb the ranks. Topics include: ?Building leadership vocabulary ?Establishing ground rules ?Projecting credibility ?Avoiding day-one mistakes ? Handling crises and criticism ?Motivating and inspiring ?Making meetings work.



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Reviews

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