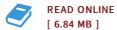


How to Say it for First Time Managers (Paperback)

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.



Reviews

Basically no phrases to spell out. It is actually rally interesting through studying time. You can expect to like just how the article writer create this publication.

-- Braden Leannon

Certainly, this is actually the greatest job by any publisher. It is really simplistic but shocks within the 50 % of the pdf I am just happy to tell you that this is the very best ebook i have read in my own lifestyle and may be he greatest ebook for actually. -- Marge Jacobson MD

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