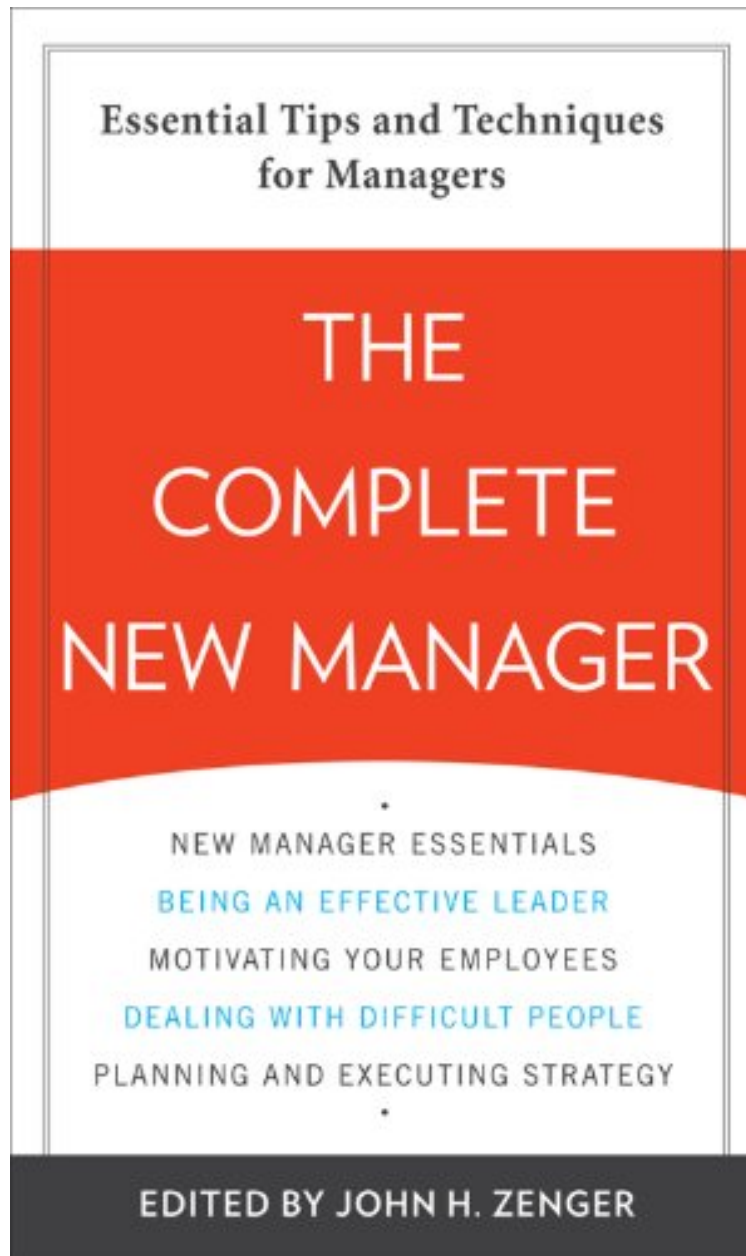


# The Complete New Manager

*John H. Zenger*

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**John H. Zenger : The Complete New Manager** before purchasing it in order to gage whether or not it would be worth my time, and all praised The Complete New Manager:

0 of 0 people found the following review helpful. Checklist of New Manager SkillsBy John M. FordJohn Zenger's book is targeted at new managers who do not yet have a complete picture of the managerial role. It may also be useful

to potential managers who want to learn about what they may be getting into. The book's subtitle, "Essential Tips and Techniques for Managers" captures the scope and abbreviated nature of its contents. It is an assembly of 112 chapters, each sketching a skill or task within the managerial role. These chapters are brief and the coverage is introductory. The chapters are grouped into five sections: New Manager Essentials, Being an Effective Leader, Motivating Your Employees, Dealing with Difficult People, and Planning and Executing Strategy. Five of the more interesting chapters are: -- Build Alliances (10) -- Character is the Essence of Leadership (25) -- Encourage Intelligent Risk-Taking (50) -- Recognize the 10 Most Unwanted Behaviors (68) -- Set Feasible Goals (101). This is a readable and reasonably comprehensive overview of the skills of management. It is a good source for early development of new managers, but will not have answers about more complex issues. There is no substitute for experience, but a good supplement to intermediate-level managerial experience is *Management of Organizational Behavior* (9th Edition). A useful discussion of how both managers and non-managers can get things done in organizations is found in *Influence Without Authority* (2nd Edition). 0 of 0 people found the following review helpful. Bought for class. By Peter Billups. I got this for a management class and found the book very beneficial. I am now in a management role at my job and use this book as a reference all the time.

Tackle every management challenge with skill and confidence! Managers are faced with a variety of challenges every day. There are decisions to make, conflicts to resolve, and strategies to implement, among many other responsibilities. As a new manager you need to build the skills necessary for tackling problems head-on. *The Complete New Manager* is a valuable toolkit that helps you meet day-to-day challenges quickly and effectively. Filled with tips, techniques, and proven advice from renowned experts, *The Complete New Manager* teaches you how to: Become a dynamic leader who instills confidence in both employees and upper management Hire the right people and cultivate an environment that makes them want to stay Develop and encourage free-flowing, two-way communication with your staff Use proven techniques to deal with difficult people and problem employees Successfully plan and implement business strategies large and small Produce sustained, positive results that impress your bosses The key to successful management is the ability to meet challenges as they arise. Here, in one volume, is everything you need to bolster your on-the-job skills and reach the highest levels of success.

About the Author John H. Zenger, D.B.A., is the CEO and cofounder of Zenger/Folkman, a firm that employs evidence-based, positive methods to strengthen organizations and those who lead them. In 1994 he was inducted into the Human Resource Development Hall of Fame. He is the author or co-author of seven books on leadership and teams.