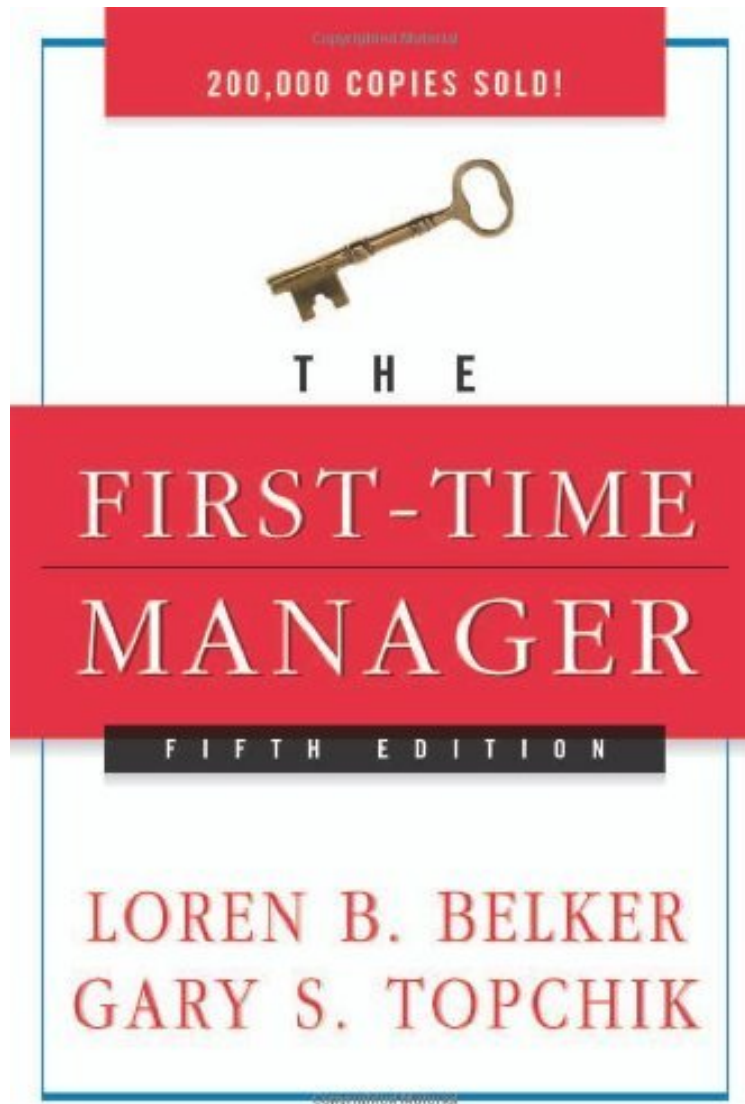


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The First-Time Manager

Loren B. Belker, Gary S. Topchik
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Loren B. Belker, Gary S. Topchik : The First-Time Manager before purchasing it in order to gauge whether or not it would be worth my time, and all praised The First-Time Manager:

4 of 4 people found the following review helpful. Excellent Primer for New Managers
By Paul Marc Oliu
As someone who has recently been promoted, I needed a book that laid out a framework for how to approach my new role. Fortunately, "The First Time Manager" fit the bill. If you are looking for specific details, ie, a step by step guide to dealing with a problematic employee, then this is not what you need. But if you are trying to get a grasp of some of the concepts to think about when having to deal with an employee who has issues, then this is a perfect read for you. Loren B. Belker and Gary S. Topchik cover the everything that could possibly be pertinent for a new manager.

From your first chance to manage people, how to praise them (often when it is deserved), how to address issues with them (in private), from interviewing new candidates, to firing someone. It's all there. One of the areas that was particularly useful for me was the whole notion of doing a job description and doing performance appraisals. Of equal importance, and something I think many management books that I have seen have failed to address, is actually improving yourself, the manager. The authors spend some time on how to be better for your employees, from using humor, to learning to delegate, and the big one many fear, public speaking. As I have said, this may not be for everyone. Some people require detailed roadmaps for how to be successful at some things. If that's your need, look elsewhere as the First Time Manager won't provide that. But if you are like me, and only wanted a some general pointers covering everything that may impact my new role, this was a great place to start. Easy to read covering just about everything a new manager may face, I highly recommend. 0 of 0 people found the following review helpful. A Must Have for ANY Manager By Delilah8 This book covers everything from the "attitude discussion" to what to do if an employee has offensive body odor. This is a great read chock full of practical information for ANY manager but especially a new one like myself. 1 of 1 people found the following review helpful. Good book on leadership By Yvette Y. Chen This book is well-written and contains very practical advice for first-time managers. While the book does not cover many tools for specific management tasks, it approaches the subject of management from the stance of leadership -- creating an environment and philosophy that brings out the best in others on the team. Its helpful to be reminded about the bigger picture of management in improving an organization and motivating the people in it. Although I'm no longer a new manager, revisiting this book keeps me inspired about leadership principles.

"A true management classic with 200,000 copies sold, this new, expanded edition is still the ultimate guide for every new manager. 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, the book covers all the fundamentals you need 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 you 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 in an inviting and accessible style, this classic skill-building book is an essential tool for becoming an effective, confident new manager."

""Refreshingly straightforward...Belker has distilled his 30 years of executive experience into a simple-to-read book full of wisdom -- worthwhile not just for the first-time manager, but for any manager at any time."" -- The Miami Herald ""For years, thousands of managers have learned their craft with this best-selling primer on mastering supervisory skills...crammed with expert information on all basics of the job."" -- Dayton Daily News ""Empathetic and insightful...If yoursquo;re a first-time manager, read this book. If yoursquo;re a veteran, it might be the best gift you can give a new lieutenant -- and ultimately yourself."" -- Video Software Magazine ""Belker acts like the manager we all wish we had for our first management job."" -- Orange County Register Joyce Lain Kennedy, nationally syndicated columnist: ""New managers who arenrsquo;t sure which way is up wonrsquo;t find a better offering than this acclaimed summary of managerial experience with a side of wisdom."" Niche: ""Take the time to learn or relearn your management skills with this book and improve more than the success of your business; improve the quality of your life."" Common Sense at Work e-newsletter: ""No matter how long you've been a boss, if you want to succeed in this demanding role, I recommend that you get a copy of The First Time Manager: Fifth Edition. This book from the American Management Association is one of the best compilations of the fundamentals that managers need for success that I've seen. Written in an inviting and accessible style, this classic skill-building book covers all the bases with indispensable advice on such topics as hiring and firing, leadership, motivation and managing time and stress."" ""... possibly the most informative management guide ever writtenhellip;.an excellent read for aspiring management minds at all levels of the agency.rdquo; -Independent Agent Magazine ldquo;I would recommend this book to any manager who wants to build a solid foundation of managerial skills [...]chosen career.rdquo; -AORN Journal About the Author Loren B. Belker was an executive in a major midwestern insurance company for nearly 30 years, and the author of the four previous editions of The First-Time Manager. Gary S. Topchik is the managing partner of SilverStar Enterprises, Inc., a consulting firm specializing in management development. He is the author of The Accidental Manager and Managing Workplace Negativity.