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## The Managers Pocket Guide to Leadership Skills Managers Pocket Guide Series

By Peter B. Stark

H R D Press. Paperback. Book Condition: New. Meg McCarthy (illustrator). Paperback. 256 pages. Dimensions: 7.1in. x 4.4in. x 0.9in. No matter how you arrived at your supervisory position, you need a specific set of skills to work successfully with your employees. Feeling positive about yourself, making effective decisions, and solving problems are still a part of your daily life, but added to this are the challenging leadership skills of communicating, delegating, coaching, motivating, hiring, and leading. Your achievement is measured by your staffs performance. Knowing how to work with your staff increases your departments effectiveness: your employees can become your best support as you become one of todays successful leaders. The Managers Pocket Guide to Leadership Skills concisely describes the skills you need to become a strong and competent supervisor or manager. This book contains information and illustrations as well as Tips for Success and Action Plans. It is written for those who want to not only survive, but thrive in their leadership role! This item ships from multiple locations. Your book may arrive from Roseburg, OR, La Vergne, TN. Paperback.



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