

INSTITUTE OF MANAGEMENT

Managing your Boss



in a week

SANDI MANN

Managing Your Boss In A Week In A Week S

Sandi Mann



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Introducing Management in a Week: Teach Yourself Martin Manser, 2012-06-22 The ability to make a successful transition into management who wants to advance their career Written by Martin Manser a leading trainer of managers and highly respected author this book quickly teaches you the insider secrets you need to know to in order to seamlessly move up the career ladder The highly motivational in a week structure of the book provides seven straightforward chapters explaining the key points and at the end there are optional questions to ensure you have taken it all in There are also cartoons and diagrams throughout to help make this book a more enjoyable and effective learning experience So what are you waiting for Let this book put you on the fast track to success

Managing Your Boss In A Week Sandi Mann, 2012-06-29 Managing your boss just got easier Having a good working relationship with the person in charge is crucial to enjoying a positive and fulfilling work life All of the problems created by difficult relationships can be avoided in many cases by simply learning the skills to successfully manage your boss Most of us think that it is the other way around that the boss manages us but the astute employee knows that it works both ways If you understand how your boss operates the inner working of their brain and their personality you are far better able to meet their needs as an employee And an employee who meets the needs and expectations of their boss will be a popular employee indeed This book guides you through the process of managing your boss so as to ensure that you are ideally placed to become their favourite employee Whether you choose to read it in a week or in a single sitting this is your fastest route to success

Sunday What kind of animal is the boss Monday What type of boss do you have Tuesday Using the psychological contract to manage your boss Wednesday How to impress your boss Thursday Getting more from your boss Friday Dealing with the boss from hell Saturday Common problems with managing the boss

Management in 4 Weeks Martin Manser, Nigel Cumberland, Norma Barry, Di Kamp, 2015-01-29 Management In 4 Weeks is a comprehensive guide to managing people giving you everything you need to know in one place Made up of four bestselling books in one this book delivers a complete course in modern management From managing and motivating people and teams to performance management and appraisals you ll discover all the tools techniques and strategies you need to get your management right This book introduces you to the main themes and ideas of people management giving you a knowledge and understanding of the key concepts together with practical and thought provoking exercises Whether you choose to work through it like a 4 week course or dip in and out Management In 4 Weeks is your fastest route to success

Week 1 Introducing Management In A Week Week 2 Successful People Management In A Week Week 3 Managing Teams In A Week Week 4 Successful Appraisals In A Week

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Managing Your Time Jeffrey Davidson, 2000 Don't be a slave to demands on your time Learn how to organize your life priorities and goals and make your time count A proven reference series the 10 Minute Guide to Managing Your Time offers quick and easy lessons for everything from prioritizing decisions to managing stress each mini lesson digestible in 10 minutes or less Learn how to think your way through your day See how to avoid time traps like multitasking and interruptions Compare organization techniques like calendars software and organizers and see what works best for you Understand stress and how to take a break from your day to be more productive

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Owen, 2013-08-27 Great managers do more than manage their teams They coach their teams to top performance They help everyone get better at what they do improving productivity boosting motivation and sharing knowledge and expertise How to Coach is the essential book for all managers and leaders It shows you how you can raise both your own performance and that of your team through well structured effective coaching that delivers impressive results In How to Coach Coaching Yourself and Your Team to Success you'll discover how to Get the best from your team by making them feel valued motivated and focussed on success Get the best from yourself by always playing to your strengths Solve the day to day problems that all

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