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# The Manager's Toolkit: A Practical Guide to Managing People at Work

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# Managing People A Practical Guide

**Byron Lane, Richard Rierdan**



## **Managing People A Practical Guide:**

**Managing People** Michael Armstrong, 1998 Armstrong looks at the role and responsibility of the line manager as a personnel manager covering topics such as employee development performance management health and safety issues and the legal framework *Managing People* Rosemary Thomson, Eileen Arney, Andrew Thomson, 2015-03-02 This updated and exciting fourth edition of *Managing People A Practical Guide for Front Line Managers* addresses the growing needs of front line managers who are not themselves specialists in personnel management but whose roles require them to have these skills A growing trend over the last two decades has given these managers an increasing amount of responsibility of direct line management which can be extremely challenging especially if the correct training is not given This book examines how the different parts of managing people fit together whilst acknowledging that different contexts require different approaches and recognizing ongoing organizational environmental and legal changes that affect the employment framework It recognizes the rapidly changing context in which modern front line managers have to operate and acknowledges the increasing expectations of good leadership as a necessity However the book also emphasizes the need for front line managers to understand themselves their own management styles and attitudes together with the importance of empathy in appreciating the perspectives of the staff that work under them *Managing People A Practical Guide for Front Line Managers* is designed for both new managers and for NVQ SVQ Level 4 students It is also appropriate for the first stages of Foundation Degrees and for HND courses combining academic study with workplace learning **Managing People** Byron Lane, 1990

**Introduction to Marketing** Geoffrey A. Lancaster, Michael Armstrong, 2009-03-01 Line Managers Are Increasingly Having To Take On Responsibility For Such Personnel Matters As Recruitment Discipline Pay And Training And Michael Armstrong's New Book Deals With This Topical Issue Focusing On What Line Managers Need To Learn About These Areas And How They Can Apply This Knowledge At Work *Managing People* Rosemary Thomson, Andrew Thomson, 2012-05-04 *Managing People* addresses the perspective of the individual manager whose role includes the management of people as well as issues concerning the organization as a whole The theme of the book is about responding to organizational and environmental change and the people skills that will be required for this in the twenty first century A system model of how the different parts of HR fit together is included with the acknowledgement that different contexts require different approaches and the role of the individual manager is considered within them The stakeholder perspective is examined as it affects the management of people and links human resource management policy and practice to financial results This new edition also reflects the modern move towards performance management as an organizational business strategy The role of leadership at all levels of the organization is also emphasized There is a new chapter on managing challenging situations such as the management of diversity power stress and conflict as well as the handling of grievances and discipline Another new chapter pulls together the increasingly important aspects of the legal regulation of behaviour at work and stresses the

move from collective relationships to individual rights in the workplace This text is suitable for use on the Chartered Management Institute Diploma level modules on recruitment and selection managing performance and developing teams and individuals It is also to be used for NVQ courses in HRM at levels 4 and 5 and is valuable for HR Professionals and line managers

*Maximum Performance* Nick Forster, 2005-01-01 This is a big book in more ways than one a detailed and illuminating exploration of leadership qualities attributes skills and competencies the mixture of theory reflective questions stories tools and practical exercises demand a level of thoughtful engagement and self reflection rarely required by books on leadership the Australian content is refreshing as is the lack of evangelistic promises of immediate transformation this book is firmly grounded in supporting the learning and skill development needed for maximum performance Boss magazine August p 55 The Australian Financial Review AFR Boss If we were giving a graduate level class in leadership and people management skills I m a UCLA Business and Management Program instructor I would choose this book as the text If a client asked for a great book to enhance his her leadership skills we consult in organization compensation and performance management this would be one of first books I would suggest It s that good The book offers a comprehensive guide for developing leadership and people management skills It s a powerful broad spectrum leadership toolkit with a wealth of information about skills and practices and hundreds of suggestions and opinions from business and political leaders consultants and academics This book is an outstanding resource for leaders and aspiring leaders It is filled with an abundance of insights the distinction it makes between a leader and a manager is one of the best if not the best we ve read Just a few of the subjects covered are the leadership as servant philosophy leaders as coaches and mentors communication motivation leading and managing teams women as leaders managing power politics and conflict leading organizational and cultural change creating an innovative organization leadership and people management in high tech networked and virtual organizations Throughout the book are bullet point lists exercises and to the point conclusions It is clearly written and superbly organized An excellent bibliography and subject index top off this outstanding work We highly recommend this book Yvette Borcia and Gerry Stern Stern s Management Review *Maximum Performance* is a comprehensive business tome Although it is designed for students busy executives who use the chapter summaries or chapter sections to focus on topics that interest them will find the book useful Organizations with large collections on management or leadership will want to buy it Business researchers with limited library space or who are looking for a good summary of current management topics may also find the book of value The strength of *Maximum Performance* is its breadth Forster touches on everything from whether leaders are born or made to Machiavellian strategies for dealing with toxic work environments Anyone interested in ideas on leadership will likely find several sections of interest Those sections that are particularly strong include the discussions on the different roles and organizational context of leadership key issues in motivating employees the team development process and best practices in leading organizational change Scott R Jenkins Business Information Alert Nick

Forster's large text is for MBA students. He writes in a clean, clear style and frankly admits that leadership and people management skills cannot adequately be learned from books. He knows, however, that good books can help and also that clichés of management can be inspirational and will be used widely though they call for close analysis of substance or context. He is in this a modern-day Samuel Smiles equipped with a variety of diagnostic tools. The Australian In my experience a major shortcoming of most how-to books on leadership and management is that they purport to offer Silver Bullets magical solutions that once revealed will enrich and transform the reader and his or her organisation. Regrettably Managing People Sheila Marson, 1990-11-11. The delivery of modern nursing care is essentially a team effort that is a team whose individuals co-operate with one another to achieve high standards. This book, drawing on the expertise of successful nurse managers, a nurse educator and a management lecturer, provides the reader with tools to enable him or her to review and develop their people management skills. The tools are in the form of exercises and activities designed to help the reader apply theory to practice and to take the learning back to the workplace. Topics covered in Managing People include leadership, team building, creating a learning climate and monitoring performance. **A Handbook of Management and Leadership** Michael Armstrong, Tina Stephens, 2005. Providing guidance on the processes of management and leadership, this work presents particular reference to what managers and aspiring managers need to know about the skills of management and approaches to effective leadership. *Managing People* Hall, Alison, 2003-10-01. This work is a practical guide to people management for line managers in Higher Education. It guides readers through the employment cycle from recruitment to parting company, addressing en route those issues that cause line managers to lose most sleep. **A Handbook of Employee Reward Management and Practice** Michael Armstrong, Tina Stephens, 2005. A practical handbook designed to provide guidance on the approaches that can be adopted in developing and managing reward strategies, policies and processes. Aligned to the CIPD's professional standards for employee reward, this book is an essential aid for students and lecturers as well as a practical aid for those concerned with developing and managing reward systems. Included is a lecturer's CD-ROM resource providing screens of key points to accompany the book. The book is written in a highly readable style and contains many check lists, diagrams and summaries. **The Truth About Managing People** Stephen P. Robbins, 2014-12-08. Discover today's quick, practical, proven guide to overcoming killer management problems and succeeding brilliantly as a leader. Unlike other management books, *The Truth About Managing People* Fourth Edition is 100% practical and completely based on tested evidence, not mere anecdote or opinion. Top management author Stephen P. Robbins has distilled thousands of research studies, meta-analyses and Big Data investigations into a set of 63 proven, tested solutions for today's make-or-break management challenges. Each solution is presented quickly and concisely in just 2-3 pages so you can absorb them fast and use them immediately. Robbins' fully updated truths cover every key aspect of management, including hiring the right people and building winning teams, designing high-productivity jobs and rewarding the right

behaviors managing diversity change conflict turnover and staff cuts overcoming self serving bias groupthink and digital distractions and much more This edition adds nine all new chapters covering the crucial importance of people skills building emotional intelligence loyalty expectations employee engagement and mentoring managing face to face vs virtual teams overcoming the downsides of teams handling unacceptable workplace behavior promoting creativity and innovation and more Whatever your management role Robbins has compiled indispensable practical truths you can and will apply every single day

**The A-to-Z Book of Managing People** Victoria Kaplan, Robert Kunreuther, 1996 A quick reference practical guide for managers dealing with salaries employee conflicts job performance ethical problems and more this book even has an answer to who cleans the coffee pot The A to Z Book of Managing People is a resource that solves problems a reference with solid suggestions and ideas

**Managing People** Byron Lane, Richard Rierdan, 2001 **EBOOK: Managing People** Alison Hall, 2003-10-16 The most important asset of any university or college is its staff yet the majority of line managers in higher education institutions are not appointed on the basis of their experience or expertise in managing people This book is a practical guide to people management for these managers With contributions from Professor Robin Middlehurst Tom Kennie and Catherine Simm Alison Hall guides readers through the employment cycle from recruitment to parting company addressing en route those issues that cause line managers to lose most sleep Illustrated throughout with case studies and examples of best practice the book provides a guide to effective and legal recruitment and selection managing the crucial early days of an appointment leadership team building measuring performance and appraisal managing tricky situations such as sickness absence discipline stress harassment and grievances handling the end of an employment relationship fairly Managing People will be essential reading for HE managers staff in Human Resource departments consultants and students and staff involved in HR courses

James T. White, 2008-07-07 As the founder President and CEO of several highly successful companies James T White is no ordinary Generation Y 23 year old He has been using his knowledge charm and motivational style to build a multi million empire for over ten years White began his first landscaping business at the age of 12 armed with only a 20 shovel and now has offices throughout the world White speaks to the new generation Generation O as they all watch the economy flounder their parents struggle costs and foreclosures in America rise Older financial gurus preach to live beneath your means That's not realistic for people of my Generation We are in a serious financial meltdown and need to encourage and inspire people to get back on track I believe in the universe and it's powers we need to inspire and educate individuals says White I made my own future I am determined to provide hope and inspiration during these times of crisis

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