

THE ROOKIE MANAGER



**A Guide to
Surviving Your First Year in Management**

JOSEPH T. STRAUB

Rookie Manager A Guide To Surviving Your First Year In Management

Stephen G. Haines, Jim McKinlay



Rookie Manager A Guide To Surviving Your First Year In Management:

The Rookie Manager Joseph T. Straub, This indispensable guide prepares inexperienced managers for the realities of today's fast paced business environment provides useful real world information that will help you relax comfortably into your new managerial position Filled with informative anecdotes exercises self quizzes worksheets examples this book will give you all the skills confidence knowledge you need to shift seamlessly into your new role **Rookie Manager** Joseph T. Straub,1997

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principalship Kelly VanLaeken Principal Ruben A Cirillo High School Walworth NY IT Manager's Handbook Bill Holtsnider, Brian D. Jaffe, 2010-07-26 IT Manager s Handbook Second Edition provides essential information to help students understand the responsibilities of today s IT Management professionals not only planning network security and implementing disaster recovery plans but also such vital tasks as creating budgets administering compliance and managing staff In particular the book discusses business practices that are most critical to effective IT operations recruiting budgeting resource planning managing personnel and working with vendor This updated version includes expanded coverage on such critical IT management topics as security disaster recovery storage government regulatory compliance and project management Information is organized modularly so that instructors and students can delve directly into only the topics needed Each chapter contains additional resources sections for books articles and websites relevant to that topic It contains new material on key technology topics such as open source outsourcing offshoring and handhelds plus updated coverage of e commerce remote access intranets and LAN WAN management A completely updated and expanded second edition that provides practical easily accessible management advice written specifically for new IT managers Brings you up to speed on those business practices most critical to effective IT operations recruiting budgeting resource planning managing personnel and working with vendors Includes expanded coverage on such critical IT management topics as security disaster recovery storage government regulatory compliance and project management Organizes information modularly so you can delve directly into only the topics that you need Provides a unique management perspective on those specific technical issues with the most significant business ramifications Includes new material on key technology topics such as open source wireless handhelds outsourcing offshoring and operations as well as updated coverage of e commerce remote access intranets and LAN WAN management **Launching Your First Principalship** Barbara L. Brock, Marilyn L. Grady, 2003-10-16 I couldn t put the bookt down and I ve been a principal for 24 years The information is excellent for all individuals interested in the principalship Denny Vincent Principal Muhlenberg North High School Greenville KY Brock and Grady present a realistic glimpse of the issues that principals must deal with either knowingly or unfortunately unknowingly This book can help principals avoid the latter Mike Parnell Principal Carrollton High School Carrollton MO Be the leader you want to be with this always on hand mentor Whether you are an aspiring principal a first year principal or a veteran administrator this invaluable resource can help you hone your leadership skills reduce your stress improve your communication manage your time and your staff resolve your conflicts and maximize your leadership potential Replete with confidence boosting tips and tools this practical guide covers everything from interviewing and accepting the position to experiencing the first days and end of the school year and beyond It offers first hand insights from new and seasoned principals that provide not only a source of comfort but also a wealth of ideas to help you to avoid common mistakes and become a highly effective visionary leader Here are just a few of the user friendly features Models for leadership conflict resolution and stress management Staff

and community relations tips Helpful strategies for managing your time and your staff Help with beginning and ending your school year effectively The Principal s Key a comprehensive yet succinct summary of each chapter Checklists assessment tools plus resources focusing on interviewing and the selection process **Computerworld** ,1999-12-13 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers worldwide Computerworld s award winning Web site Computerworld.com twice monthly publication focused conference series and custom research form the hub of the world s largest global IT media network *The Publishers Weekly* ,1999 *The Indian National Bibliography* B. S. Kesavan,2008-10 **Indian National Bibliography** ,2008-07 *New Woman* ,1999 *The British National Bibliography* Arthur James Wells,2002 **Guide to College Majors 2008** Princeton Review,Princeton Review Publishing Staff,2005-02 Provides information on over three hundred common college majors from accounting to zoology including related fields prior high school subjects possible courses of study and career and salary prospects for graduates *Guide to College Majors 2009* Princeton Review,2009 Provides information on more than four hundred undergraduate majors including related fields sample college curricula suggested high school preparation courses and career and salary prospects for graduates [The First-Time Supervisor's Survival Guide](#) George Fuller,1994-10-01 Starting a new job always brings excitement anticipation and perhaps even a bit of apprehension One thing is for sure once you become the new boss you quickly discover that managing other people can be the most difficult task you face Your new subordinates will have different personalities and different ways of getting the job done Some of them may have been former co workers and good personal friends Many of them may not have the same desire you do to work hard day after day Dealing with the many problems a new supervisor faces isn t easy but help is available Here s an instant answer resource that takes the guesswork out of supervising other people and helps you master the problems and challenges you ll face as a new supervisor It s packed with literally hundreds of business tested techniques and strategies for successfully handling every area of your job from dealing with problem people and managing time to boosting productivity and improving your communication skills

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