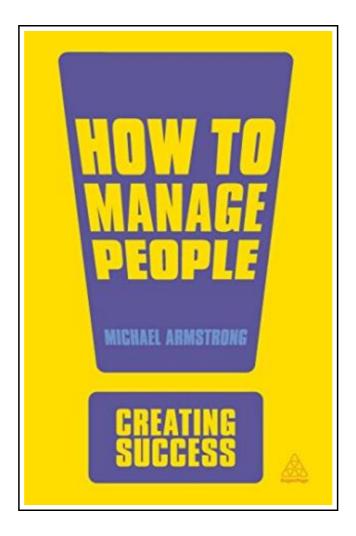
# How to Manage People (Second Edition)



Filesize: 1.42 MB

# Reviews

Very good e-book and helpful one. It is among the most awesome publication we have read. Its been developed in an remarkably simple way in fact it is simply right after i finished reading this book through which basically transformed me, affect the way i really believe.

(Prof. Kacey O'Hara)

## HOW TO MANAGE PEOPLE (SECOND EDITION)



To download **How to Manage People (Second Edition)** eBook, you should refer to the hyperlink below and download the document or have access to other information which are relevant to HOW TO MANAGE PEOPLE (SECOND EDITION) ebook.

Kogan Page/Viva Books Private Limited, 2013. Softcover. Book Condition: New. 2nd edition. From HR expert and best-selling author Michael Armstrong comes this new edition of the business staple, How to Manage People. Providing valuable insight into the functions and skills required to be an effective manager - from how to manage teams to successful recruitment - it will help you get the best from your staff, teaching you how to develop skills in: ? motivation ? developing and rewarding people ? effective leadership ? handling people problems? team building? delegating? managing performance With three brand new chapters on managing virtual teams, enhancing employee engagement and managing conflict, it is full of easily applied advice as well as practical tools and checklists. Essential reading for anyone who wants to get the best from their teams, How to Manage People distils the essence of good management into one handy book. Contents: Introduction Chapter 1: What managers do? Managerial effectiveness? The competent manager Chapter 2: Management skills? Exercising authority? Making things happen? Prioritizing? Exercising contro? Problem solving? On being decisive Chapter 3: leadership? The meaning of leadership? What leaders do? Leadership style? Types of leaders? The reality of leadership? What makes a good leader?? Effective leadership? Assessing leadership skills? Leadership checklists Chapter 4: Motivating people? Motivation defined? The process of motivation? Types of motivation? Motivation theories? The key messages of motivation theory? Approaches to motivation Chapter 5: Enhancing engagement ? Drivers of engagement ? What managers can do Chapter 6: Organizing people ? The process of organizing ? Aim ? Organizational guidelines ? Developing role profiles ? Postbureaucratic organizations? Virtual organizations Chapter 7: Team building?...

- Read How to Manage People (Second Edition) Online
- Download PDF How to Manage People (Second Edition)
- Download ePUB How to Manage People (Second Edition)

### Other Kindle Books



[PDF] Learn em Good: Improve Your Child s Math Skills: Simple and Effective Ways to Become Your Child s Free Tutor Without Opening a Textbook (Paperback)

Access the hyperlink beneath to read "Learn em Good: Improve Your Child s Math Skills: Simple and Effective Ways to Become Your Child s Free Tutor Without Opening a Textbook (Paperback)" PDF file.

Download ePub »



[PDF] Overcome Your Fear of Homeschooling with Insider Information (Paperback)

Access the hyperlink beneath to read "Overcome Your Fear of Homeschooling with Insider Information (Paperback)" PDF file.

Download ePub »



[PDF] Adult Coloring Book Birds: Advanced Realistic Bird Coloring Book for Adults (Paperback)

Access the hyperlink beneath to read "Adult Coloring Book Birds: Advanced Realistic Bird Coloring Book for Adults (Paperback)" PDF file.

Download ePub »



[PDF] Adult Coloring Books Reptiles: A Realistic Adult Coloring Book of Lizards, Snakes and Other Reptiles (Paperback)

Access the hyperlink beneath to read "Adult Coloring Books Reptiles: A Realistic Adult Coloring Book of Lizards, Snakes and Other Reptiles (Paperback)" PDF file.

Download ePub »



[PDF] Nautical Coloring Book: An Advanced Adult Coloring Book of Nautical, Maritime and Seaside Scenes (Paperback)

Access the hyperlink beneath to read "Nautical Coloring Book: An Advanced Adult Coloring Book of Nautical, Maritime and Seaside Scenes (Paperback)" PDF file.

Download ePub »



[PDF] Choose the Perfect Baby Name: Teach Yourself

Access the hyperlink beneath to read "Choose the Perfect Baby Name: Teach Yourself" PDF file.

Download ePub »



#### [PDF] To Thine Own Self (Paperback)

Access the web link below to download "To Thine Own Self (Paperback)" file.

Download eBook »



[PDF] California Version of Who Am I in the Lives of Children? an Introduction to Early Childhood Education, Enhanced Pearson Etext with Loose-Leaf Version -- Access Card Package

Access the web link below to download "California Version of Who Am I in the Lives of Children? an Introduction to Early Childhood Education, Enhanced Pearson Etext with Loose-Leaf Version -- Access Card Package" file.

Download eBook »



#### [PDF] How to Start a Conversation and Make Friends

Access the web link below to download "How to Start a Conversation and Make Friends" file.

Download eBook »



#### [PDF] Patent Ease: How to Write You Own Patent Application (Paperback)

Access the web link below to download "Patent Ease: How to Write You Own Patent Application (Paperback)" file.

Download eBook »



#### [PDF] Electronic Dreams: How 1980s Britain Learned to Love the Computer

Access the web link below to download "Electronic Dreams: How 1980s Britain Learned to Love the Computer" file.

Download eBook »



## [PDF] No Friends?: How to Make Friends Fast and Keep Them (Paperback)

Access the web link below to download "No Friends?: How to Make Friends Fast and Keep Them (Paperback)" file.

Download eBook »