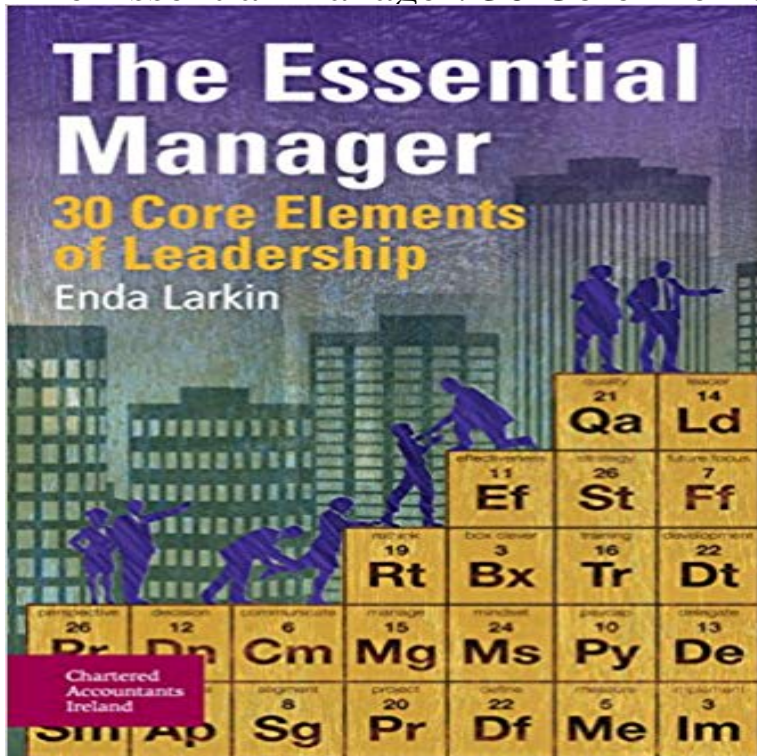


The Essential Manager: 30 Core Elements of Leadership



Management has always been an evolving art it can never stand still but must adapt in response to changing circumstances. A key ingredient in the recipe for management success is your ability to move with the times. And in recent years the times most certainly have moved. No matter at what level you currently manage, your performance is likely coming under greater scrutiny than ever before and you increasingly need to get the most from your staff. This book is a collection of the 30 essential building blocks for management success, organised into three interlinking parts: Part 1 About You begins with a focus on you, because you can never hope to bring out the best in others until you first get the most from yourself. Part 2 About Employees concentrates on important aspects of leading and managing your employees, the people who can help you to achieve your personal and business goals. Part 3 About Business is concerned with the principal activities associated with managing any business or function, such as strategic planning and managing change. In The Essential Manager you will find a wealth of down-to-earth guidance encouraging you to reflect upon, and perhaps consider changing, how you currently respond to some common trials and tribulations of managerial life.

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