



The New Manager's Tool Kit: 21 Things You Need to Know to Hit the Ground Running

Don Grimme

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Novice managers have their work cut out for them: all new skills to learn, different personalities to deal with, and greater responsibilities to fulfill. "The New Manager's Tool Kit " provides a fresh, friendly approach for those charged with the task of supervision. The book encourages readers to take on the challenges of management and provides them with fast, powerful lessons to help them: increase productivity - unlock hidden talent - work with different types of people - communicate effectively - diagnose problems - coach good or problematic employees - turn on teamwork - avoid burnout - eliminate conflict - nurture the next generation of managers Ranging from basic skills to those more advanced, this book gives fledgling managers the help they need to succeed with flying colors, right from the start.

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