



# Managing people for the first time

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Have you just been promoted and are now responsible for staff for the very first time? Does the thought of managing your colleagues and friends worry you? How will you deal with conflict? How will you give praise and criticism? Managing people for the first time is written for all new managers who suddenly have the responsibility for staff management thrust upon them. It offers no-nonsense techniques to enable you to make an immediate positive impact on your staff and to hit the ground running in your new managerial career. Quickly learn how to: understand the manager's role; prepare for day one; manage former friends and colleagues; manage people who are older than you; learn from your mistakes; deal with conflict.

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