

Training In Interpersonal Skills Tips For Managing People At Work 6th Edition

Managing People
The New Art of Managing People
Managing People for Service Advantage
HBR's 10 Must Reads on Managing People (with featured article "Leadership That Gets Results," by Daniel Goleman)
Managing People at Work
The Art of Managing People
Managing People in Sport Organizations
How to Manage People
Crash Course in Managing People
Skills of Management and Leadership
Managing People in the New Economy
Managing People in Sport Organizations
Managing People is Like Herding Cats
Superboss 2
People Management In A Week
Human Resoure Management: Managing People at Work
Managing People & Performance
How to Manage People
Rosemary Thomson
Michael Armstrong
Tony Alessandra
Jochen Wirtz
Harvard Business Review
John Wallace
Hunt Phillip L. Hunsaker
Dale S. Beach
Alison Doherty
Michael Armstrong
Brian Clegg
W. David Rees
Mohan Thite
Tracy Taylor
Warren G. Bennis
David Freemantle
Norma Barry
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managing people addresses the perspective of the individual manager whose role includes the management of people as well as issues concerning the organization as a whole the theme of the book is about responding to organizational and environmental change and the people skills that will be required for this in the twenty first century a system model of how the different parts of hr fit together is included with the acknowledgement that different contexts require different approaches and the role of the individual manager is considered within them the stakeholder perspective is examined as it affects the management of people and links human resource management policy and practice to financial results this new edition also reflects the modern move towards performance management as an organizational business strategy the role of leadership at all levels of the organization is also emphasized there is a new chapter on managing challenging situations such as the management of diversity power stress and conflict as well as the handling of grievances and discipline another new chapter pulls together the increasingly important aspects of the legal regulation of behaviour at work and stresses the move from collective relationships to individual rights in the workplace this text is suitable for use on the chartered management institute diploma level modules on recruitment and selection managing performance and developing teams and individuals it is also to be used for nvq courses in hrm at levels 4 and 5 and is valuable for hr professionals and line managers

armstrong looks at the role and responsibility of the line manager as a personnel manager covering topics such as employee development performance management health and safety issues

and the legal framework

a fully revised and updated edition of the art of managing people offering the latest wisdom on crucial guidelines and techniques for creating a positive work environment and increasing productivity and profitability from the award winning authors of the bestselling management classic comes the revised and updated edition of the new art of managing people featuring eight new chapters on important contemporary business issues such as ethics diversity managing conflict and creating high performing teams when a manager establishes a friendly yet productive working atmosphere the benefits to the entire organization are substantial here dr philip l hunsaker and tony alessandra clearly provide practical and accessible strategies guidelines and techniques for managing the best team you could possibly have

preface introduction service employees are extremely important frontline work is difficult and stressful cycles of failure mediocrity and success human resource management how to get it right service culture climate and leadership conclusion summary endnotes

managing people is fraught with challenges even if you're a seasoned manager here's how to handle them if you read nothing else on managing people read these 10 articles featuring leadership that gets results by daniel goleman we've combed through hundreds of harvard business review articles and selected the most important ones to help you maximize your employees performance hbr's 10 must reads on managing people will inspire you to tailor your management styles to fit your people motivate with more responsibility not more money support first time managers build trust by soliciting input teach smart people how to learn from failure build high performing teams manage your boss this collection of best selling articles includes featured article leadership that gets results by daniel goleman one more time how do you motivate employees the set up to fail syndrome saving your rookie managers from themselves what great managers do fair process managing in the knowledge economy teaching smart people how to learn how un ethical are you the discipline of teams and managing your boss

when a manager establishes a friendly yet productive working atmosphere the benefits to the whole organization are substantial the art of managing people provides practical strategies guidelines and techniques for developing the interpersonal skills necessary to improve relations with employees understanding the differences between people and behaving accordingly assessing and then improving current working situations creating trust between managers and employees person to person skills are the key to developing an effective team of satisfied energetic workers letting your workers express their own personalities and maximize their potentials will reduce stress within the work force create a positive spirit throughout the company and increase the organization's productivity and profitability

abstract a book of readings is designed for the manager trying to keep abreast of significant developments in his field or for use as a supplementary graduate or undergraduate text in personnel management or industrial relations forty four articles are included 18 are from the previous edition and 26 address new developments in human resource management such as human resource planning women and handicapped employees career development management development merging personnel and organizational functions application of behavioral theories quality of working life privacy merit pay systems and labor management practices readings are grouped into 10 major sections each section provides a brief overview of the subject area discusses the nature of the articles and provides questions for discussion articles included represent a diversity of viewpoints summarizing recent research studies and emphasizing philosophical ethical and value issues kbc

managing people in sport organizations provides a comprehensive overview of the theory and practice of managing people within a human resource management framework it provides the reader with the skills to understand and work with people in sport organizations and given the significant changes in sport organizations over the past twenty years it addresses the issues of managing organizational complexity and how human resources adds value written by a team of expert authors it provides a systematic approach to managing people based on well established conceptual frameworks supported by substantial empirical research analysis and explains how to understand and work with people in organisationally complex situations outlines how hr can support organisational strategy positively impact performance and deliver sustainable success designs a strategic human resource management plan that is effective sustainable and able to adapt to changing conditions covers the key research findings in the key area of hr in sport with each chapter including learning objectives key issues international cases studies and supported by online powerpoint slides managing people in sport organizations is the definitive text for this crucial area of sports management

how to manage people is a practical new book from bestelling author michael armstrong a distillation of all his knowledge and experience it provides advice to managers and team leaders on how to manage people in their teams getting the best results from them and dealing with any people problems that may arise many managers have to do their job without hr advice and this book is particularly designed to meet their needs it covers every aspect that involves getting things done through people including leadership motivating people team building delegating interviewing managing performance developing and rewarding people managing change and handling people problems concise yet comprehensive how to manage people provides vital support for every front line manager and should be essential reading for anyone who wants to get the best results from their staff

the authors present a structured easy to use way to improve managerial skills they explain the key elements that make for effective management then provide exercises and techniques to develop managerial skills

this core textbook co authored by two experienced academics who have also worked in industry and consultancy is a concise introductory text focusing on the core skills of managing people in organisations with a strong emphasis on people management it addresses the needs of those in managerial and leadership roles and identifies the skills needed to handle the growing range of managerial responsibilities such as prioritization delegation disciplinary and performance handling and negotiation packed with real life examples of management in practice this text explores the key original concepts of the managerial escalator the hybrid manager and the managerial gap the book s extensive range of pedagogical features found throughout each chapter alongside the text s clear and accessible style provides students with a step by step guide through such essential themes as motivation communication recruitment and selection development negotiating skills and workplace counselling this is the ideal introductory text for undergraduate and postgraduate management students as well as for those in the workplace who are likely to acquire managerial responsibility

will help those committed to learning how to embed knowledge through hr systems and it will help those committed to hr to recognize and deliver knowledge as the outcome of their work cover

managing people in sport organizations provides a comprehensive overview of the theory and practice of managing people within a strategic framework this revised and updated second edition examines a range of strategic human resource management approaches that can be used by sport organizations to respond to contemporary challenges and to develop a sustainable performance culture drawing on well established conceptual frameworks and current empirical research the book systematically covers every key area of hrm theory and practice including

recruitment training and development performance management and appraisal motivation and reward organizational culture employee relations diversity managing change this new edition also includes expanded coverage of social media volunteers and individuals within organizations and is supported with a new companion website carrying additional resources for students and instructors including powerpoint slides exam questions and useful web links no other book offers such an up to date introduction to core concepts and key professional skills in hrm in sport and therefore managing people in sport organizations is essential reading for any sport management student or any hr professional working in sport

cats of course won t be herded and the most successful organizations in the 21st century won t be managed they ll be led the answer to america s current leadership crisis is leaders not managers who recognize that the only capital that really counts is human capital and whether readers are looking for a leader or looking to be a better one warren knows what it takes in answer to the leadership crisis bennis offers insight into developing leaders and their competencies by explaining ten traits of dynamic leaders and how these leaders constantly reinvent themselves the 21st century will require leaders who can inspire and orchestrate change rather than impose it or simply react to it the section on leading change will in itself make this a must have book

in this updated version of the worldwide bestseller freemantle shows that every manager can take action today to become a superboss and describes more than 130 effective ways of managing people

managing people just got easier the book gives you a sound understanding of the concept of people management the role of people managers people motivational theories the various people management styles and their appropriateness the tools available to people managers to help them do their jobs effectively techniques for managing performance and an insight into how people managers can develop their teams management along with leadership is one of the most studied topics in organizations there is a wealth of literature covering the subject and there are many views on what makes a good manager and what their role is together with how effective teams are managed and developed many hold the view that management is best learned through doing nevertheless this book provides practising junior and aspiring managers with a fundamental understanding of the principles and challenges of managing people together with guidance on how to be an effective people manager it should help you underpin your practice with sound simply presented summaries of various theories and techniques whether you choose to read it in a week or in a single sitting this is your fastest route to success sunday understand how people management relates to leadership and the features and tools of a people management role monday explore the various managerial levels and roles and the responsibilities and qualities of people managers tuesday gain an overview of people management styles and their advantages and disadvantages in different situations wednesday examine the external and internal organisational contexts of people managerial jobs thursday use your power and influence effectively to motivate teams tackle poor performance and provide positive feedback and encouragement friday develop your coaching and mentoring ability and learn to identify and utilise your team s specific skills saturday maintain successful performance through effective delegation planning and strategy and good communication

a top team needs top players but successful managers also know how to get the best possible performance out of every member of their team whatever their personality or skill set to build a high performance team you need to know your team members individually and be able to motivate them to work together to deliver the results you need this book will teach you the key skills you need to create develop and manage a high performance team and at the same time accelerate your career development

bestselling author michael armstrong provides valuable insight into the skills required to be an effective manager helping you get the best from your staff through motivation reward and

leadership this fully updated 5th edition now features even more practical exercises useful templates and top tips alongside advice on managing virtual teams enhancing employee engagement and managing conflict 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 easy to use book the creating success series of books unlock vital skills power up your performance and get ahead with the bestselling creating success series written by experts for new and aspiring managers and leaders this million selling collection of accessible and empowering guides will get you up to speed in no time packed with clever thinking smart advice and the kind of winning techniques that really get results you ll make fast progress quickly reach your goals and create lasting success in your career

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