

Teams That Click The Results Driven Manager Series

Becoming An Effective Leader: The Results-Driven Manager Series Making Quality Work Making Quality Work The Results-driven Manager Getting People On Board: The Results-Driven Manager Series Managing Performance to Maximize Results The Results-driven Manager The Results-driven Manager Teams That Click: The Results-Driven Manager Series Retaining Your Best People Managing Strategic & Cultural Change in Organizations Taking Control of Your Time People Management Quality and Its Applications The Public Manager Expert Résumés for Managers and Executives Yearbook of the United Nations Floor Covering Weekly Healthcare Financial Management Automotive News *The Results-Driven Manager (Rdm)* George H. Labovitz George Labovitz Harvard Business School Press The Results-Driven Manager (Rdm) Harvard Business School Press Harvard Business School Press Harvard Business School Press Craig Eric Schneier Harvard Business School Press J. F. L. Chan Wendy S. Enelow United Nations

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Labovitz Harvard Business School. Press The Results-Driven Manager (Rdm) Harvard Business School. Press Harvard Business School Press Harvard Business School. Press Craig Eric Schneier Harvard Business School. Press J. F. L. Chan Wendy S. Enelow United Nations

managers are under increasing pressure to deliver better results faster than the competition but meeting today's tough challenges requires complete mastery of a full array of management skills from communicating and coaching to public speaking and managing people the results driven manager series is designed to help time pressed managers hone and polish the skills they need most concise action oriented and packed with invaluable strategies and tools these timely guides will help managers improve their job performance today and give them the edge they need to become the leaders of tomorrow becoming an effective leader leadership is a balancing act it requires communicating a compelling vision convincing others to buy into that vision and marshaling resources and talent to make it happen this guide will help new and seasoned leaders master the complex art of the leadership role improve decision making and communication earn trust and build momentum inspire and enable others to excel

the secrets to successful total quality management are revealed in this practical manager's guide to working in the quality environment national ad promo

even the most respected leaders struggle to develop the right blend of leadership styles to overcome resistance to change getting people on board provides critical strategies and tools for managers to effectively implement change initiatives

this guide will help managers develop the skills to become persuasive leaders readers will learn to take on a new leadership

role without hesitation foster change without impediments and use humour to convince and motivate employees empower employees foster change exert influence

as a manager you tackle a wide range of responsibilities evaluating your employees performance arguably counts among the most crucial of your managerial tasks after all performance assessment enables you to generate valuable results for your company this powerful guide shows managers how to develop high performing employees by making both formal and informal performance assessments and feedback part of your everyday interactions

with advice on everything from finding and selecting the right mix of people to avoiding people management pitfalls to creating virtual teams this is every manager s hands on guide to boosting productivity through superior team performance fast and actionable tools and strategies for improving critical management skills culled from harvard business school publishing s respected newsletters harvard management update and harvard management communication letter

if great talent is hard to find it s even harder to keep this valuable guide offers insights and strategies to make sure your most important people stay motivated happy and productive with your company engage your workers design appropriate incentive systems create an innovative culture the results driven manager series managers are under increasing pressure to deliver better results faster than the competition but meeting today s tough challenges requires complete mastery of a full array of management skills from communicating and coaching to public speaking and managing people the results driven manager series is designed to help time pressed managers hone and polish the skills they need most concise action oriented and packed with invaluable strategies and tools these timely guides will help managers improve their job performance today and give them the edge they need to become the leaders of tomorrow

helps managers develop the skills to make each moment matter and increase productivity this work show readers how to manage communication overload know where to focus the most attention and expedite writing it also enables them to make each meeting matter lead for faster results and avoid information overload

this collection of resumes is aimed at people at all levels of management from front line supervisors to top level executives in addition to hundreds of pages of sample resumes the authors present sound resume writing advice including how to create and use an electronic resume the appendix includes internet resources for an effective online job search new for the second edition is a section of cover letter samples and writing advice

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