



## How to Manage People (Second Edition)

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By Michael Armstrong

Kogan Page/Viva Books Private Limited, 2013. Softcover. Book Condition: New. 2nd edition. From HR expert and best-selling author Michael Armstrong comes this new edition of the business staple, How to Manage People. Providing valuable insight into the functions and skills required to be an effective manager - from how to manage teams to successful recruitment - it will help you get the best from your staff, teaching you how to develop skills in: ? motivation ? developing and rewarding people ? effective leadership ? handling people problems ? team building ? delegating ? managing performance With three brand new chapters on managing virtual teams, enhancing employee engagement and managing conflict, it is full of easily applied advice as well as practical tools and checklists. 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 book. Contents: Introduction Chapter 1: What managers do ? Managerial effectiveness ? The competent manager Chapter 2: Management skills ? Exercising authority ? Making things happen ? Prioritizing ? Exercising contro ? Problem solving ? On being decisive Chapter 3: leadership ? The meaning of leadership ? What leaders do...



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