

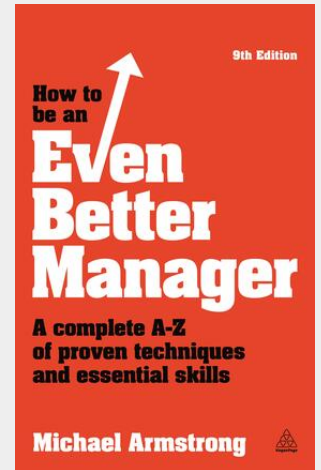
Armstrong

## How to be an Even Better Manager

A Complete A-Z of Proven Techniques and Essential Skills

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How to be an Even Better Manager has sold over 130,000 copies worldwide, and has been translated into 17 languages. This ninth edition of the best-selling guide covers over 60 essential topics across the three key areas in which any manager needs to be competent: managing people; managing activities and processes; and managing and developing yourself. Armstrong takes the reader through these key areas in detail, outlining their relevance to real-life situations. Thoroughly revised and updated, with ten new chapters providing timely advice on topics such as coaching, developing emotional intelligence, innovating and effectively using financial ratios and balance sheets, this is an invaluable handbook for current and aspiring managers. How to be an Even Better Manager provides sound guidelines that will help you to develop a broad base of managerial skills and knowledge, based on the theory that to become a better manager you need to know: what management is about; the aims and purposes of management and leadership and the distinction between them; and achieve change and provide direction. With advice on troubleshooting and eradicating problems in your team, How to be an Even Better Manager is an essential resource whatever your level of experience.



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