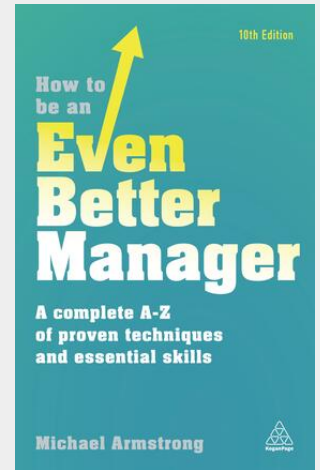


Armstrong

How to Be an Even Better Manager

A Complete A-Z of Proven Techniques and Essential Skills

If you are a current manager, or aspiring to a management position, this is your invaluable guide to the skills and techniques you need to succeed. Michael Armstrong's best-selling handbook provides in-depth coverage and practical guidance on improving the three crucial areas of management: - Managing people - Managing activities and processes - Managing and developing yourself From engaging your team, managing conflict and raising your confidence levels, to improving your financial management and business plans, you will be guided across all the key areas of management with constant applicability to real life situations. How to be an Even Better Manager provides sound guidelines that will help you to boost your management ability, supercharge your team's performance and achieve process excellence. With an emphasis on trouble-shooting and problem solving, this is a resource you will be able to turn to again and again for support and advice. How to be an Even Better Manager has sold over 170,000 copies worldwide and been translated into 17 languages. This new edition has been thoroughly revised and updated to include all the most pressing skills needed by modern managers. It also includes brand new chapters on handling difficult conversations, promoting a learning culture, handling discipline and under performance issues, leading teams successfully and treating people right.



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