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The Manager's Toolkit: A Practical Guide to Managing People at Work

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Practical Guide To Managing People

**Rosemary Thomson, Eileen
Arney, Andrew Thomson**



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Managing People Michael Armstrong, 1998 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

Managing People Rosemary Thomson, Eileen Arney, Andrew Thomson, 2015-03-02 This updated and exciting fourth edition of *Managing People A Practical Guide for Front Line Managers* addresses the growing needs of front line managers who are not themselves specialists in personnel management but whose roles require them to have these skills A growing trend over the last two decades has given these managers an increasing amount of responsibility of direct line management which can be extremely challenging especially if the correct training is not given This book examines how the different parts of managing people fit together whilst acknowledging that different contexts require different approaches and recognizing ongoing organizational environmental and legal changes that affect the employment framework It recognizes the rapidly changing context in which modern front line managers have to operate and acknowledges the increasing expectations of good leadership as a necessity However the book also emphasizes the need for front line managers to understand themselves their own management styles and attitudes together with the importance of empathy in appreciating the perspectives of the staff that work under them *Managing People A Practical Guide for Front Line Managers* is designed for both new managers and for NVQ SVQ Level 4 students It is also appropriate for the first stages of Foundation Degrees and for HND courses combining academic study with workplace learning

Managing People Byron Lane, 1990

Practical Guide to Managing People Eugene Richman, Arvinder Brara, 1976

DK Essential Managers: Managing People Johanna Hunsaker, Phillip Hunsaker, 2015-05-05 Whether you re eager to learn how to manage people or are an experienced professional aspiring to enhance your effectiveness as a manager this practical guide is the ideal companion DK Essential Managers *Managing People* starts by helping you understand yourself and making you self aware an invaluable predecessor to managing others and getting the best from them Find out how to improve your people management skills by learning how to motivate staff improve performance and create positive relationships You ll learn to build confidence communicate clearly and establish trust Statistics brief case studies and colorful graphics and charts help you navigate the path towards successfully managing people whether for a small retailer or a Fortune 500 company This indispensable volume is part of DK s Essential Managers series that offers the know how you need to be a more effective manager and hone your management style In a slim portable format DK Essential Managers *Managing People* gives you a practical how to approach with step by step instructions tips checklists and ask yourself features that show you how to focus your energy manage change and make an impact About DK Essential Managers The DK Essential Managers series covers a range of business and management topics and have sold more than 1 9 million copies worldwide Each guide is clearly presented for ease of reference with visual pointers tips and graphics The handy pocket format slips easily into a briefcase or portfolio

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International Books in Print ,1991 *How to Manage People* Michael Armstrong,2008 How to Manage People is a practical new book from bestselling 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 People Manager's Tool Kit* Karen Gately,2013-05-10 Essential tools busy managers need to get the best out of their teams and people People who manage people face a number of challenges from keeping workers engaged and performing at a high level to dealing with absenteeism and bad behaviour in the workplace In *The People Manager's Toolkit* leadership and people management specialist Karen Gately offers a suite of practical tools for optimising staff performance and dealing with a wide variety of people issues Avoiding all human resources jargon and complicated management theory this straightforward how to guide shows you practical everyday solutions to common problems You ll learn to effectively leverage the tools to improve business results whether your issue is getting people to do more than just the bare minimum deciding on appropriate financial incentives or any other issue that involves people and those who lead them Written by the highly regarded founder of Ryan Gately the specialist consulting practice on human capital management based in Melbourne Australia Features practical effective advice for dealing with and solving almost any people problem at work Includes real world case studies that showcase the book's tools and tips in action Whether you just need a little help keeping your people motivated or you've got so many problems that you don't even know where to start *The People Manager's Toolkit* gives you the strategies and solutions you need to solve virtually any issue **Maximum Performance** Nick Forster,2005-01-01 This is a big book in more ways than one a detailed and illuminating exploration of leadership qualities attributes skills and competencies the mixture of theory reflective questions stories tools and practical exercises demand a level of thoughtful engagement and self reflection rarely required by books on leadership the Australian content is refreshing as is the lack of evangelistic promises of immediate transformation this book is firmly grounded in supporting the learning and skill development needed for maximum performance Boss magazine August p 55 The Australian Financial Review AFR Boss If we were giving a graduate level class in leadership and people management skills I'm a UCLA Business and Management Program instructor I would choose this book as the text If a client asked for a great book to enhance his/her leadership skills we consult in organization compensation and performance management this would be one of first books I would suggest It's that good The book offers a comprehensive guide for developing leadership and people management skills It's a powerful broad spectrum leadership toolkit with a wealth of information about skills and practices and hundreds of suggestions and opinions from business and political leaders consultants and academics This book is an outstanding resource for leaders and aspiring leaders It is filled with an abundance of insights the distinction it makes between a leader and a manager is one of the best if not the best we

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This book delves into Practical Guide To Managing People. Practical Guide To Managing People is an essential topic that needs to be grasped by everyone, ranging from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Practical Guide To Managing People, encompassing both the fundamentals and more intricate discussions.

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 - Chapter 1: Introduction to Practical Guide To Managing People
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 - Chapter 4: Practical Guide To Managing People in Specific Contexts
 - Chapter 5: Conclusion
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6. In chapter 5, this book will draw a conclusion about Practical Guide To Managing People. The final chapter will summarize the key points that have been discussed throughout the book.

This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Practical Guide To Managing People.

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