

Strategic Planning What Every Manager Must Know By Steiner

What Every Manager Needs to Know About Sexual Harassment 20 Essential Management Skills Every
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Isaac Nai Trevor Clinger Karam Pal Arthur G. Bedeian Alfred John Pound John Russell (F.E.I.S.)

Donald R. Herzog

can you say anything about sex at the office anymore yes maybe but read this first sexual harassment is a malign specter hovering over workplaces everywhere one touch of its foul breath can devastate businesses causing them to lose millions of dollars not to mention waste bundles of time and energy needless to say organizations are running scared this book provides managers with vital information to protect themselves and their companies from lawsuits bad publicity decreased employee morale and other associated miseries topics covered include laws and court decisions including the most recent supreme court rulings what behavior is acceptable and what isn't preventive policies and staff training investigating complaints and more with one of every three cases filed with the eeoc involving a sexual harassment claim managers need help this complete answer book with real life scenarios self help quizzes checklists and thoughtful analysis gives them just the guidance they need

20 essential management skills every manager must master beyond the basics being a manager is more than supervising tasks it's about leading people making tough decisions and driving results in today's fast changing workplace managers need more than the basics in this comprehensive textbook dr isaac nai explores the 20 essential management skills that every successful manager must master from communication leadership and delegation to financial management innovation and crisis response this book blends theory with practical tools you can apply immediately inside you will discover how to balance people processes and performance strategies to build high performing teams and resolve conflict frameworks for making better decisions under pressure case studies of managers who succeeded and failed by applying or ignoring these skills tools diagrams and real world examples for hands on application whether you are a new supervisor a seasoned executive or a business student this

book equips you with the knowledge and confidence to thrive as a manager master the skills lead with confidence achieve results

management cheats hacks hints tips and tricks every manager should know is your ultimate guide to becoming an exceptional manager whether you re a new manager looking for guidance or a seasoned leader seeking to enhance your skills this book offers a wealth of valuable insights and actionable strategies to elevate your management prowess drawing on extensive research and the expertise of seasoned professionals this book covers a wide range of management topics from communication and teamwork to innovation and resilience each chapter is filled with practical tips and proven strategies that you can implement immediately discover how to build strong relationships with your team foster a positive work culture and effectively communicate your vision learn the art of delegation performance management and conflict resolution uncover the secrets to driving innovation managing change and navigating challenges with confidence through detailed explanations and expert level advice this book empowers you to tackle the complexities of management head on you ll gain a deeper understanding of emotional intelligence leadership styles and the importance of diversity and inclusion in today s diverse workforce management cheats hacks hints tips and tricks every manager should know goes beyond theory providing you with tangible tools and techniques to achieve remarkable results whether you re leading a small team or managing a large department you ll find practical solutions to common management challenges and guidance on how to adapt them to your unique work environment designed for busy professionals this book offers concise and focused advice that can be easily implemented amidst your busy schedule each chapter is packed with actionable takeaways that allow you to immediately apply the concepts and strategies to drive meaningful change embark on a transformative journey of growth and development as you unlock the secrets to effective leadership

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Introduction

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