



# SUCCESSFUL MANAGER'S HANDBOOK



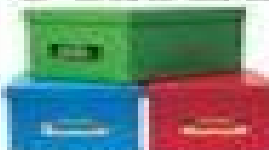
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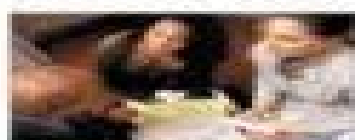
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# Successful Managers Handbook Dk Essential Managers

**Brian Leigh Davis, Lowell W.  
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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 **DK Essential Managers: Leadership**

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