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A Manager`s Guide to Self Development (Fifth Edition)

By John Burgoyne, Mike Pedler, Tom Boydell

McGraw Hill Education, 2011. Softcover. Book Condition: New. 5th or later edition. This book is designed as a self development programme for managers seeking to develop skills such as mental agility creativity social skills and emotional resilience. The book is divided into two main parts. The first part outlines 11 key managerial qualities and the second contains practical activities aimed at developing the readers skills and abilities. The book has been extended and updated to reflect the challenges faced by managers in the new economy and also the need to balance work and life. Contents:

Acknowledgements Part 1 Introduction Chapter 1 The Philosophy of this Book Chapter 2 The How this Book Works Part 2 Planning Your Self-Development Chapter 3 Planning Your Career Chapter 4 The Quality of Successful Managers and Leaders Chapter 5 Assessing Yourself and Setting Some Goals for Self-development Chapter 6 How to Select and Use the Activies Part 3 Activities for Management Self-Development Activities 1 Know Your Facts Activities 2 Networking Activities 3 Managing your Time Activities 4 Keeping Up to Date Activities 5 Find a Mentor Activities 6 Communication Tools Activities 7 Facts and Assumptions Activities 8 Personal Journal Activities 9 Use Your Power Activities...



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