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Topchik, 2007 The First Time Manager Make the transition from team member to team leader Understand the difference between a team and a work group Hold team members accountable Make their teams more productive Manage challenging situations and resolve conflict within a team Written in an engaging conversational style Topchik explains the five essential qualities of a high performing team goals and standards decision making honest communication clear roles and responsibilities and celebrating success Packed with activities and assessments for both the manager and team members this is an essential guide for any manager who strives for team building success **The First-Time Manager: DEI** Alida

Miranda-Wolff, 2024-05-07 The essential resource for new managers who want to foster a safe inclusive and productive space for their teams Being an inclusive manager boils down to finding ways to balance power and love day to day When do we prioritize the needs of an individual employee over that of the whole team When do we hold firm that what the team needs is more important than what the individual wants How do we ensure that we uphold one person's boundaries without compromising another's How do we live up to the promises we make to ourselves and to each other all while driving results and hitting our earnings targets Alida Miranda Wolff has worked with hundreds of organizations to help them create cultures of belonging and successful DEI initiatives which means she knows the common pitfalls to avoid and action items required to make DEI work In this practical guide she shares both the mindset and actions required for new managers to build inclusive teams This one-of-a-kind guide will Help you define your inclusive management style Provide practical guidance on how to create a healthy culture on your teams through equitable practices Teach you the basics of inclusive language Offer guidance on how to give and receive feedback Help you manage identity-based conflict *The First-Time Manager: HR* Paul

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jump from being an individual contributor to managing a team is a significant one and the advice in this book ensures that managers don't have to stumble through the learning process. Instead, they can hit the ground running with the confidence to handle complex situations. New sections in this edition address modern challenges such as managing across generations, overseeing remote employees, and using digital tools for performance appraisal. With practical guidance on how to persuade, using stories, and align with a boss's management style, *The First Time Manager* prepares leaders to build cohesive teams and navigate the evolving workplace dynamics. This trusted resource provides the knowledge and confidence to manage effectively and avoid common pitfalls, making it an indispensable companion for anyone in a managerial role.

The First-time Manager's Guide to Performance Appraisals Diane Arthur, 2008. More than just a price book, *Spon's Civil Engineering and Highway Works Price Book 2004* is a comprehensive work manual that all those in the civil engineering, surveying, and construction business will find it hard to work without. It gives costs for both general and civil engineering works and highway works and shows a full breakdown of labour, plant, and material elements. Thoroughly comprehensive and structured to comply with CESMM3, the book includes prices and rates covering everything from beany blocks to well pointing, from radio masts to coastal defence. In a time when it is essential to gain competitive advantage over the competition in an increasingly congested market, this book provides instant access to cost information and is a one-stop reference containing tables, formulae, technical information, and professional advice. *Spon's Civil Engineering and Highway Works Price Book 2004* comes with a free CDROM that enables the reader to view the entire book on screen, cut and paste prices into other tender documents, export to other major packages, perform simple calculations, index search, produce estimates, and tender documents, adjust rates, and data. This complete package now means that *Spon's* is now better than ever and is a resource that civil engineers, surveyors, and the construction industry cannot do without. This 18th edition, in a new, easier-to-read format, incorporates an expansion of both the Civil Engineering Works and Highway Works sections to improve coverage of the two methods of measurement, a detailed review of the Highway Works section to ensure compliance with the latest amendments of the Highways Method of Measurement, updating of plant resources and allocation to the various tasks throughout the book.

The First-Time Manager in Asia: Maximizing your success by blending East and West best practices (revised edition) B.H. Tan, 2016-06-15. Becoming a first-time manager is one of the most challenging experiences in a person's career. It is both a time of great excitement as well as uncertainty and insecurity. The good news is that you have been promoted. The bad news is that you will probably be left to sink or swim. First-time managers who succeed are able to make profound adjustments and adapt themselves quickly. They develop new competencies and become value creators to their companies. But those who aren't able to make the critical shifts will struggle. With Asia rising, more Asian managers are reaching the upper rungs of management. There are also more younger Western managers who will be working alongside them. These self-confident Asian managers and their curious and enlightened Western counterparts know that it's no longer tenable to apply Western

management practices without adaptation These are three key benefits from this book 1 Setting in place Five Foundation Stones that will ensure your success as a manager now and in the future 2 Acquiring a Versatile Managerial Toolkit that blends the best from the East and West so that you can lead more effectively in the 21st century 3 Enhancing your influence through the Power of Engagement

How to Win as a First-Time Manager: The Challenges Facing Talent Management When Moving from Co-Worker to Boss Dave Day, John Lough, 2012-02 How to Win fills an important gap in the current leadership literature in that it gets down and dirty with the very real issues that first time managers face in today's workplace These new leaders don't craft long term strategies or issue inspiring missives to hundreds of eager troops Neither do they testify before congressional committees nor appear as public spokespersons for this or that glamorous product They are the managers who strive each day often with limited resources to meet the high production standards set by those in the c suite From how to manage relationships with direct reports who used to be that manager's peers to how to delegate tasks to how to build effective teams and better manage one's time How to Win takes the reader into the daily exchanges between a new manager and her veteran coach as they explore the various roles all managers are expected to play Publisher's description

How To Say It for First-Time Managers Jack Griffin, 2010-04-06 An all new guide to help first time managers and supervisors develop effective communication skills for leading and inspiring their staff From the author of How to Say It at Work a one stop communication primer for anyone in a management position for the first time Covering everything from delegating planning and running meetings and mentoring to building a team and motivating subordinates this is the perfect reference for anyone who wants to put their best foot forward as they climb the ranks Topics include Building leadership vocabulary Establishing ground rules Projecting credibility Avoiding day one mistakes Handling crises and criticism Motivating and inspiring Making meetings work

Organizational Behaviour: A Modern Approach Kumar Arun & Meenakshi N., 2009-11-01 Organizational Behaviour As A Management Discipline Is A Fascinating Subject And Is Becoming Increasingly Important As People With Diverse Backgrounds And Cultural Values Have To Work Together Effectively And Efficiently This Book Addresses All The Issues That Come In To Play In An Organization In Today's Global Economy It Has A Novel Orientation And Its Primary Aim Is To Let Practitioners And Students Know The Latest And Best Trends In Organizational Behaviour This Book Prescribes Methods To Manage Employees And Suggests That The Management Takes Responsibility For Everything That Might Adversely Affect An Employee's Capacity To Work Creatively And Intelligently Irrespective Of The Place Inside The Organization Or Outside It The Focus Of The Book Is On Holistic Development Of The Individual Peeping Into The Human Mind It Shows How Organizations Can Tap The Passions And Fears Of Their Employees To Make Them More Creative And Productive The Book Prescribes A Democratic And Inclusive Management Style A Special Feature Of This Book Is That There Is An Innovative Integration Of Chapter Objectives And Summaries Leading To Analysis Through Caselets Every Point In The Objectives Has Corresponding Text And Is Supplemented By A Case Going Through This

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