



365 Foolish Mistakes Smart Managers Make Every Day: How and Why to Avoid Them

Shri Henkel

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Here s a very surprising statistic: Within the first 18 months on the job, 40 percent of all management newcomers fail by either getting fired, quitting, or receiving a bad review, according to Manchester Inc., a business consulting group. Some first-timers are overwhelmed by their newfound power while some are weighed down by the responsibility. But for most, the overriding concern is to avoid personal failure.

This new groundbreaking book will guide the new manager to success and avoid the many common mistakes and pitfalls along the way. You will learn how to face the unique challenges every day in your job and offer detailed and innovative solutions to help you achieve your potential. Learn how to become a true leader who commands respect, commitment, and credibility.

Topics include: what it takes to be a manager, how to take charge, how to establish your authority, earn respect and credibility, deal with social issues, how to be a leader, gain the cooperation and commitment of others, manage yourself, interview tips, set realistic goals, coaching skills, creative problem solving, sexual harassment guidelines, how to manage multiple projects and assignments, how to delegate effectively, successful meetings, communication barriers, dealing with interruptions, developing self-confidence, turning around unacceptable performance, dealing with stress, how to write effectively and clearly, how to effectively use e-mail, employees that complain or are disagreeable, and hundreds more.

In addition to the comprehensive content in the book, we spent thousands of hours interviewing, e-mailing, and communicating with hundreds of today's most successful managers. This book is a compilation of their secrets and proven successful ideas. If you are interested in learning hundreds of hints, tricks, and secrets on how to be a great first-time manager, then this book is for you. ****Bronze Winner in the Business/Career/Sales of the 2007 Independent Publisher Book Awards.**

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