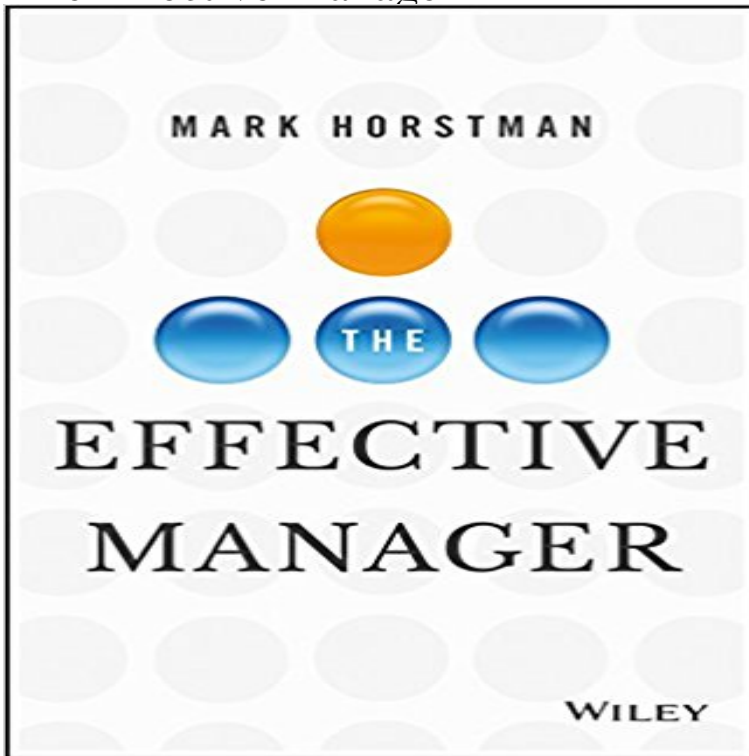


The Effective Manager



The how-to guide for exceptional management from the bottom up The Effective Manager is a hands-on practical guide to great management at every level. Written by the man behind Manager Tools, the worlds number-one business podcast, this book distills the authors 25 years of management training expertise into clear, actionable steps to start taking today. First, youll identify what effective management actually looks like: can you get the job done at a high level? Do you attract and retain top talent without burning them out? Then youll dig into the four critical behaviors that make a manager great, and learn how to adjust your own behavior to be the leader your team needs. Youll learn the four major tools that should be a part of every managers repertoire, how to use them, and even how to introduce them to the team in a productive, non-disruptive way. Most management books are written for CEOs and geared toward improving corporate management, but this book is expressly aimed at managers of any level—with a behavioral framework designed to be tailored to your teams specific needs. Understand your teams strengths, weaknesses, and goals in a meaningful way Stop limiting feedback to when something goes wrong Motivate your people to continuous improvement Spread the work around and let people stretch their skills Effective managers are good at the job and good at people. The key is combining those skills to foster your teams development, get

better and better results, and maintain a culture of positive productivity. The Effective Manager shows you how to turn good into great with clear, actionable, expert guidance.

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