

There is virtually no limit to the skills a manager is expected to use. Some are required every day, others once a month or even once a year. From managing employee performance to chairing meetings, from interviewing staff to making retirement presentations, the list seems endless. How can managers be effective in all these areas? How can they know what to do in every situation? The Management Skills Book is designed to help all managers facing the challenge of constant change. It is an easy-to-access practical reference work setting out in more than 100 brief guides the elements of the skills needed to succeed as a manager. Each guide is presented in a clear point-by-point style enabling the reader to absorb the key ideas without having to work through a tangle of theory. New and experienced managers alike should welcome the book as a powerful aid to increased effectiveness.

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