



## Leadership Basics for Frontline Managers: Tips for Raising Your Level of Effectiveness and Communication (Paperback)

By Bill Templeman

Apple Academic Press Inc., Canada, 2014. Paperback. Condition: New. Language: English . Brand New Book. Training for frontline managers and supervisors is being ignored as a business improvement tactic at the worst possible time. As management jobs become increasingly complex, we continue to be inundated with the latest methods for improving job performance, along with less time to sort through all this information. Focused on interpersonal management skills, Leadership Basics for Frontline Managers: Tips for Raising Your Level of Effectiveness and Communication explains what it takes to improve how you communicate and relate to your employees, customers, and bosses. It presents 25 chapters grouped into four categories: Personal Effectiveness, Leadership, Communication, and Your Career. After reading this book, you will better understand: How to deal with information overload The best ways to manage during tough times How to handle difficult co-workers How to run more effective meetings The basics of giving and receiving feedback How to manage your career more effectively Each chapter dissects a different management skill and concludes with a list of bullet points to help you take action immediately. By illustrating key concepts with scenarios drawn from a range of work situations, this book is an ideal reference for: Anyone new to a...



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