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**Abstract**



# Instant Manager

**Evgenii Prussakov**



## **Instant Manager:**

The Instant Manager Cyril Charney, 2004 The Instant Manager has helped thousands of readers hone the skills and fundamental competencies critical to managerial success Now in an expanded edition the book reflects new business realities giving experienced and novice managers alike the tools and information they need With much of the material presented in bulleted lists or as quick tips the book provides instant access to practical advice on subjects such as Teambuilding Leadership Performance improvement Conflict management Written and oral communication Creative problem solving Goal setting Decision making Motivation Interviewing and hiring And many others Read cover to cover as a primer or on the job as a daily problem solver The Instant Manager helps readers maximize team productivity drive results and take charge of their own careers

**Instant Manager: Managing Yourself** Bernice Walmsley, 2010-05-28 Whether you are building your career as a manager by taking professional qualifications or you simply want to enhance your management skills this Instant Manager title based on one of the six national occupational standards for managers is exactly what you need Including a fascinating interview with Andy Green CEO of Logica and former head of BT Global Services this is an inexpensive concise but above all authoritative guide to getting results Based on ten key questions each chapter ends with a summary and action checklist to crystallise what you have learnt The portable format allows you to carry the book wherever you go and to fit learning and development into your busy work life Instant Manager Managing Yourself provides a readable and practical introduction to the subject including What personal resources do you need to do your job How can you fill any gaps in your current skills What do you need to do to develop yourself professionally How can you make the best use of your time How does your work role fit into your organisation What are your personal values and how do they affect your career What is important to you How can you develop your personal networks

**Instant Manager: Effective Presenting** Brian Salter, 2009-05-29 Part of a vital series for today's manager produced in conjunction with the Chartered Management Institute this book delivers clear expert advice on the most frequently asked questions about presenting effectively in the workplace in a format designed to fit easily into a busy working life

*Instant Interviews* Jeffrey G. Allen, 2009-06-02 Every page of this exciting new book explodes with the energy of new ideas You haven't read these techniques on the Net or anywhere else Highly recommended Joyce Lain Kennedy America's No 1 Syndicated Careers Columnist Get all the interviews you want instantly It's a jungle out there a jobjungle You're crouching and grouching waiting impatiently to attack the next job that appears You hear a rustle through the trees and hold your breath Something moves but before you can pounce it's gone Each time you get better and better at blowing interviews Is that you Why What are you waiting for You could be having more fun and more success than you've ever had in your life Instant Interviews turns you into an interview magnet If you're going to use traditional lead sources like the Internet classified ads or job fairs this book will supercharge their effectiveness You'll stop waiting for something to happen and start making it happen yourself Instant Interviews includes 101 easy proven

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*Middle Management Survival Guide* Kevin Robert McMahon,2008 Middle Management Survival Guide is intended to be a survival guide for anyone who calls him or herself a middle manager All too often the wisdom that flows to the middle managers of this world descends from the lofty heights of academia By point of contrast Middle Management Survival Guide c flows from the trenches where middle managers carry out their craft It is a book grounded in common sense and aimed at creating a world view and mindset for

middle managers that will enable them to better combat the daunting forces arrayed against them From the perspective of a middle manager this survival guide describes the impossibility of the workplace and the paucity of the tools traditionally available to managers Most importantly this book provides specific strategies attitudes and values that will help managers maintain balance and sanity while improving their overall performance as managers The author has worked as a middle manager for the past twenty years Tasting both the sweet fruit of success as well as the bitter gall of failure he has acquired a unique insider s view of the daunting task faced by those who call themselves middle managers      Manager Skills Training

Christee Gabour Atwood,2023-05-26 What makes one manager more successful than another In a nutshell the desire to keep learning and developing people skills Even the most accomplished professional can continue to learn at every phase of his or her career With Manager Skills Training you can become a catalyst for managerial growth in your organization Whether you re a seasoned workshop facilitator or a novice instructor this workbook gives you the tools you need to develop high impact programs and addresses a wide range of needs from those of future managers preparing for their new roles to those of experienced leaders who want to improve their skills And because the framework for a meaningful training experience is already prepared for you you ll have more time to customize your workshop to fit your organization s needs your audience and your own presentation style      PC Mag ,1984-10-16 PCMag com is a leading authority on technology delivering Labs based independent reviews of the latest products and services Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology      **PC Mag** ,1984-09-18 PCMag com is a leading authority on technology delivering Labs based independent reviews of the latest products and services Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology      **Managing the Older Employee** Casey Hawley,2009-06-18 Gen Yers are coming into their own Now making up the largest segment of the workforce at 80 million strong many are new managers With so many Baby Boomers holding off on retirement these new Gen Y managers often must direct people their parents age and older Vast differences in communication styles job expectations and management techniques mean that Gen Yers have much to learn when it comes to managing those of their parent s generation including How to respond to an older employee who believes his seniority guarantees a promotion and raise even though his work performance has been below average What to do when a younger manager relies on e mail texting and IMing to communicate with coworkers and his older employee prefers face to face communication How to demonstrate leadership and gain respect from the employees who already have years of rich business experience in the workplace This book is every manager s field guide for managing the new generationally diverse workforce      *Network World* ,2002-09-16 For more than 20 years Network World has been the premier provider of information intelligence and insight for network and IT executives responsible for the digital nervous systems of large organizations Readers are responsible for designing implementing and managing the voice data and video systems their companies use to support everything from business

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*The Sierra Leone Royal Gazette* Sierra Leone, 1924

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