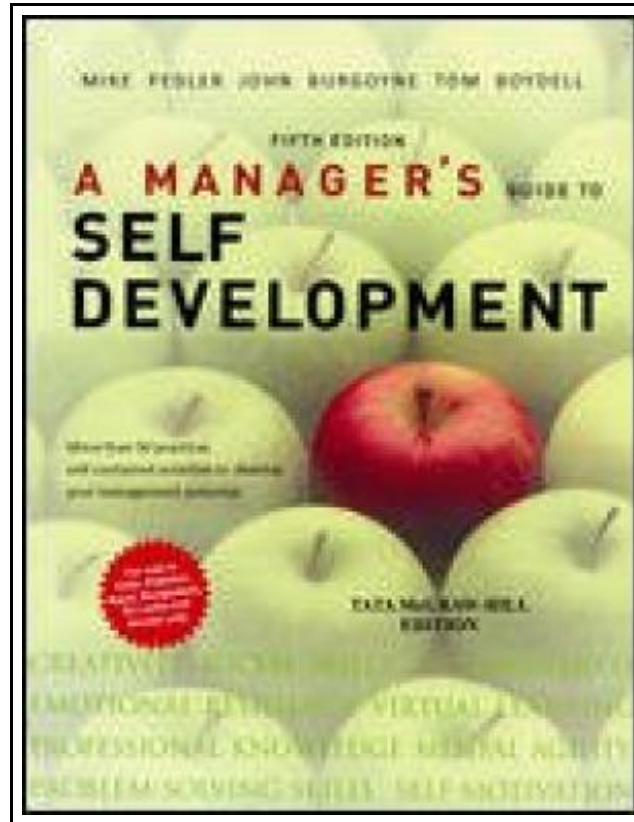


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McGraw Hill Education, 2011. Softcover. Book Condition: New. 5th or later edition. This book is designed as a self development programme for managers seeking to develop skills such as mental agility creativity social skills and emotional resilience. The book is divided into two main parts. The first part outlines 11 key managerial qualities and the second contains practical activities aimed at developing the readers skills and abilities. The book has been extended and updated to reflect the challenges faced by managers in the new economy and also the need to balance work and life. Contents: Acknowledgements Part 1 Introduction Chapter 1 The Philosophy of this Book Chapter 2 The How this Book Works Part 2 Planning Your Self-Development Chapter 3 Planning Your Career Chapter 4 The Quality of Successful Managers and Leaders Chapter 5 Assessing Yourself and Setting Some Goals for Self-development Chapter 6 How to Select and Use the Activies Part 3 Activities for Management Self-Development Activities 1 Know Your Facts Activities 2 Networking Activities 3 Managing your Time Activities 4 Keeping Up to Date Activities 5 Find a Mentor Activities 6 Communication Tools Activities 7 Facts and Assumptions Activities 8 Personal Journal Activities 9 Use Your Power Activities 10 Differences and Discrimination Activities 11 Political Awareness Activities 12 Credulous Listening Activities 13 The Saturated Life Activities 14 Decision Making Activities 15 Role Set Analysis Activities 16 Planning Change Activities 17 Catastrophic Contingncies Activities 18 Asserting Yourself Activities 19 Handling Conflicts Activities 20 Getting the Best Out of Groups Activities 21 What are you like? Activities 22 Getting to know you Activities 23 Getting to Yes Activities 24 Collaborative Working Activities 25 Be a Coach Activities 26 Difficult Situations Activities 27 Are You Stressed? Activities 28 Treat Yourself Activities 29 Relaxation Activities 30 Finess Activities 31 Manage Your Feelings...



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