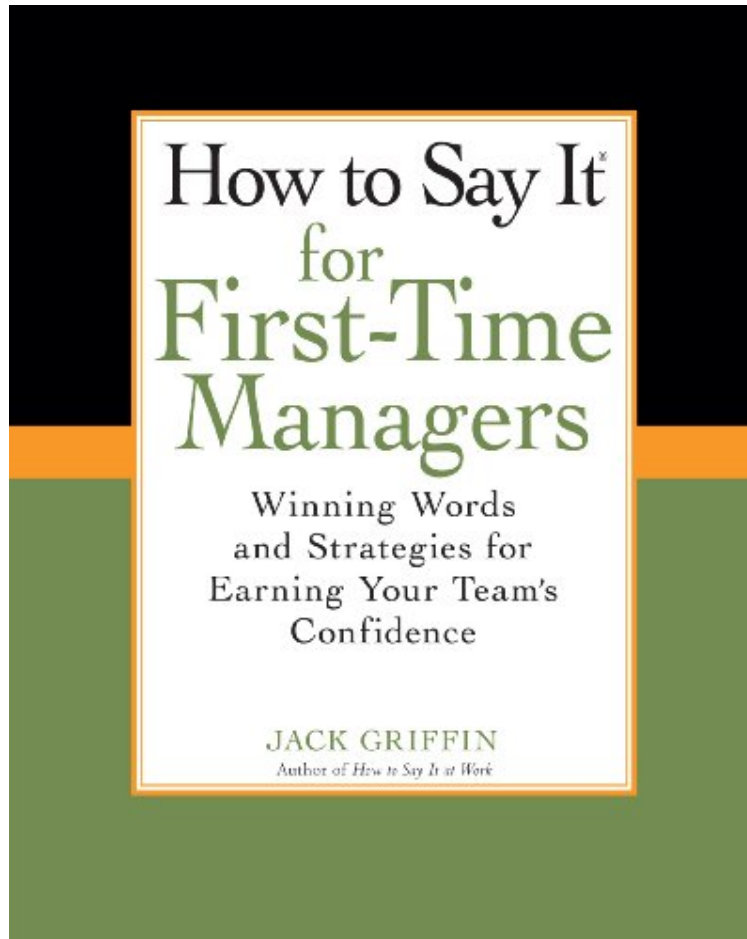


[Read free] How To Say It for First-Time Managers: Winning Words and Strategies for Earning Your Team's Confidence

How To Say It for First-Time Managers: Winning Words and Strategies for Earning Your Team's Confidence

Jack Griffin

ePub | *DOC | audiobook | ebooks | Download PDF



#781824 in eBooks 2010-04-06 2010-04-06File Name: B004Q3QBD2 | File size: 43.Mb

Jack Griffin : How To Say It for First-Time Managers: Winning Words and Strategies for Earning Your Team's Confidence before purchasing it in order to gage whether or not it would be worth my time, and all praised How To Say It for First-Time Managers: Winning Words and Strategies for Earning Your Team's Confidence:

0 of 0 people found the following review helpful. Five StarsBy A. SimmonsGreat book, gets to the point and gives practical advice that can be quickly implemented.0 of 0 people found the following review helpful. Five StarsBy Tasha S. MooreYes0 of 0 people found the following review helpful. Right onBy Meghan OFast shipping, book as described. Excellent.

An all-new guide to help first-time managers and supervisors develop effective communication skills for leading and inspiring their staff. From the author of How to Say It(r) at Work, a one-stop communication primer for anyone in a

management position for the first time. Covering everything from delegating, planning and running meetings, and mentoring, to building a team and motivating subordinates, this is the perfect reference for anyone who wants to put their best foot forward as they climb the ranks. Topics include: ?Building leadership vocabulary ?Establishing ground rules ?Projecting credibility ?Avoiding day-one mistakes ?Handling crises and criticism ?Motivating and inspiring ?Making meetings work

About the Author Jack Griffin is the author of *How to Say It at Work* and *How to Say It for First-Time Managers*. He is a communications expert and consultant to small businesses, entrepreneurs, cultural institutions, and publishers.