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The Essentials of Management: Everything you need to succeed as a new manager

Mr Andrew Leigh

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Distilling years of hard-won success, experience, lessons and management wisdom, this book will help new and aspiring managers be the best they can be. For new and aspiring managers this exciting book will enable you to quickly learn all the clever and powerful tips, tricks, advice and know-how that seasoned and experienced managers already know. You will pick up effective ideas and learn powerful, practical skills that will help you become a better, more successful manager who really delivers results.

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Exceptional managers are made up of a skilful blend of know-how, talent and personality. The talent and the personality are down to you. The essential know-how is waiting for you in the pages of this book.
Continuously updated and relied upon by new managers for the last thirty years, The Essentials of Management delivers the key skills and core competencies every manager needs to master. Divided into bite-size chapters, it delivers wisdom, tools and techniques you can put to work immediately.
About the Author
Before founding his successful consultancy, Maynard Leigh, Andrew Leigh worked as a senior manager in both the public and the private sectors. He has spent several years as a features writer for The Observer and an established author, his previous books include: Charisma, Your and Your Job (OUP); 20 Ways to Manage Better (CIPD); Effective Change (CIPD); Perfect Decisions; The Ultimate Business Presentation book; Perfect Presentations; Perfect Communications and Perfect Leader (Random House Business Books).