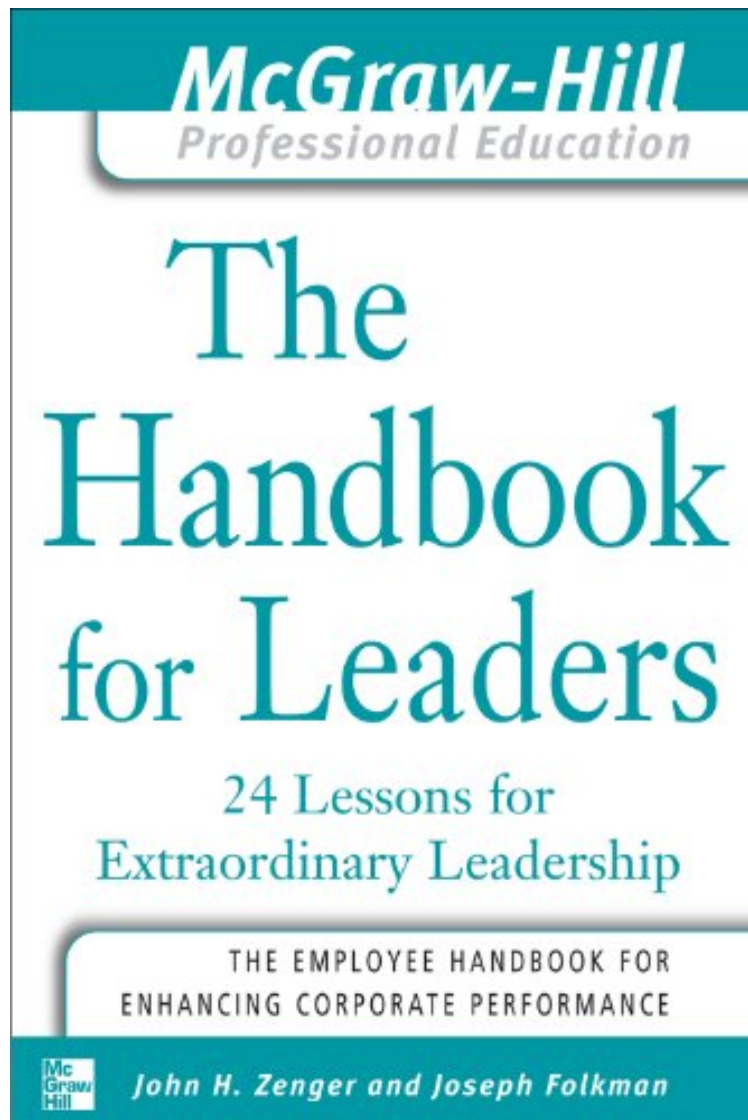


(Free) The Handbook for Leaders: 24 Lessons for Extraordinary Leaders (The McGraw-Hill Professional Education Series)

## The Handbook for Leaders: 24 Lessons for Extraordinary Leaders (The McGraw-Hill Professional Education Series)

*John H. Zenger*

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From the Back Cover The Handbook for Leaders 24 Lessons for Extraordinary Leadership "What makes a great leader?" Thousands of workers in both North America and Europe were asked that one simple question. Their top responses are compiled in The Handbook for Leaders. This precise, no-nonsense rulebook lists the 24 competencies and guidelines identified time and again as essential for becoming an effective and extraordinary leader, including: Focus on results Cultivate interpersonal skills Lead organizational change Learn from mistakes Develop your people Be open to new ideas Take initiative Build strengths Fix fatal flaws Take a non-linear approach Be accountable The ability to lead is far more than just a natural gift. Study after study shows that leadership is a concrete and learnable skill, one that can be acquired and honed by studying and applying specific proficiencies, attitudes, and habits. Let The Handbook for Leaders introduce you to the requirements for effective leadership, then provide you with a systematic program for attaining, developing, and implementing those skills. John H. (Jack) Zenger, D.B.A., is executive vice president and a director of Provant, Inc., and the author or coauthor of a number of books on the drivers and principles of leadership, including The Extraordinary Leader and Results-Based Leadership. Joe Folkman, Ph.D., is managing director of Novations Group, Inc., and the author of Turning Feedback Into Change, Making Feedback Work, and Employee Surveys That Make a Difference. About the Author Joseph R. Folkman, Ph.D., is president of Zenger Folkman. He is an authoritative voice on the subject of creating and using employee surveys to create organizational change and 360-degree feedback assessment for individual development. Folkman is the author of three books: Turning Feedback into Change, Making Feedback Work, and Employee Surveys That Make a Difference. John H. Zenger, D.B.A., is CEO of Zenger Folkman, a firm that helps organizations and individuals improve leadership effectiveness that, in turn, drives business results. These results include increasing employee engagement, retention, productivity, and bottom-line profitability. He is a member of the HRD Hall of Fame and has authored or coauthored eight books and 50 articles on leadership, productivity, and teams.