

CONTENTS

INTRODUCTION: MANAGEMENT

RULES

xi

MANAGE YOUR TEAM

1

1 WHAT YOUR TEAM WANTS
FROM YOU

3

2 VISION: SETTING A DIRECTION

7

3 HOW TO MOTIVATE YOUR TEAM:
PRINCIPLES

11

4 HOW TO MOTIVATE YOUR TEAM:
PRACTICE

15

5 MAKING DECISIONS IN AN
UNCERTAIN WORLD

21

6 HANDLING CRISES

27

7 HONESTY AND INTEGRITY: DITCH THE ETHICS COURSE	33
8 SETTING TARGETS	37
9 HOW TO DELEGATE	41
10 WHAT YOU CAN AND CANNOT DELEGATE	45
11 MANAGING OTHER PROFESSIONALS	49
12 HOW TO COACH	53
MANAGE THE ORGANISATION	59
13 TAKE CONTROL	61
14 BUILD YOUR TRUSTED NETWORK	67
15 INFLUENCING DECISIONS	71
16 NEGOTIATING YOUR BUDGET	77
17 MANAGING YOUR BUDGET	81
18 CONTROLLING BUDGETS	85
19 HANDLING BAD NEWS	91
20 PROJECT MANAGEMENT	95

MANAGE YOUR COLLEAGUES	101
21 MANAGING YOUR PEERS	103
22 STYLES OF MANAGEMENT: THE THEORY	107
23 MANAGING DIFFERENT STYLES: THE PRACTICE	113
24 PUTTING PRAISE AND FLATTERY TO WORK	119
25 PERSUASIVE CONVERSATIONS	123
26 HOW TO SAY “NO”	131
27 HOW TO DEAL WITH MR AND MRS NASTY	137
28 PROFESSIONAL GUARD	143
THE DAILY SKILLS OF MANAGEMENT	147
29 THE DAILY SKILLS OF MANAGEMENT	149
30 MANAGE TIME EFFECTIVELY	153
31 MANAGE TIME EFFICIENTLY	157

32	HOW TO READ	161
33	HOW TO WRITE	165
34	HOW TO LISTEN	169
35	HOW TO TALK	173
36	THE ART OF A GOOD MEETING	177
37	THE USE AND ABUSE OF POWERPOINT	183
38	PREPARING SPREADSHEETS	187
	MANAGE YOUR CAREER	193
39	MANAGE YOUR CAREER	195
40	THE MANAGEMENT JOURNEY	199
41	WHAT IT TAKES TO GET AHEAD	203
42	HOW TO GET PROMOTED	207
43	HOW NOT GET PROMOTED	211
44	HOW TO GET FIRED	217
45	WHEN TO MOVE ON	221
46	FIND THE RIGHT BOSS	227

47	WHAT YOUR BOSS WANTS FROM YOU	231
48	MANAGE YOUR BOSS	237
49	FIND THE RIGHT ASSIGNMENT	243
50	MANAGEMENT OR LEADERSHIP?	247

<http://www.pbookshop.com>

<http://www.pbookshop.com>