



The New Manager's Survival Guide: Everything You Need to Know to Succeed in the Corporate World

Steven Haines

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Whether you're an experienced employee in a first time managerial role or a complete business novice, this guide has everything you need to excel in your field

Written in a style designed to help you grasp concepts quickly and effectively, The New Manager's Survival Guide provides the information and tools you need to create a solid team, department, or company. It helps you advance your career by covering the nuts and bolts of managing a business, which is not often taught in business classes and which even experienced managers sometimes need to brush up on.

You will learn the ins and outs of management, including understanding organizational design, building and utilizing teams, using data to make smart decisions, crafting strategy, creating product plans, and managing people up, down, or across organizational lines. In addition, the book provides new tools for supervisory managers who aren't familiar with the important practice of coaching. Plus, a self-assessment instrument helps you determine your knowledge level beforehand, so you can skip the parts you have already mastered and/or focus more deeply on practices you need work on.

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