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## Smart Moves That Successful Managers Make: 2nd Edition

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By Cassandra Mack

iUniverse, United States, 2007. Paperback. Book Condition: New. 211 x 140 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*. Any manager intent on leading effectively and successfully needs this book. Cassandra Mack gives away the keys to successful management in a practical, down-to-earth, step-by-step fashion. Whether you are a brand new supervisor or a veteran manager, you will come away with tips to increase your overall effectiveness. Gessy Nixon, author of, The Weekend Entrepreneur Whether you're a department manager, division head, project manager, team leader or an executive director of a young organization, Smart Moves That Successful Managers Make will help you lead and manage more effectively. Smart Moves That Successful Managers Make will show you how to: 1. Map out a game plan to help you lead and manage more effectively. 2. Help your people prioritize tasks, set goals, manage their workload and work at their optimum potential. 3. Avoid the 12 fatal mistakes smart managers make. 4. Make office politics work to your advantage without compromising your integrity. 5. Manage your manager so you can get what you need to thrive without driving yourself crazy. 6. Chart out a course to ensure that your...



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