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Mind Tools for Managers: 100 Ways to be a Better Boss

Hardcover – April 10, 2018.

by. James Manktelow (Author)

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Mind Tools for Managers: 100 Ways to Be a Better Boss Research Methodology and Results. More than 15,000 managers across the world contributed to Mind Tools for Managers: 100 Ways to Be a Better Boss. They provided us with their views on the most important tools and techniques in each area of management, and this helped us to make the final selections that appear in the book.

*Mind Tools for Managers Survey Results*

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The manager's must-have

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practice. Read beginning-to-end, this guide provides a crash course on the essential skills of any effective manager; used as a reference, its clear organization allows you to find the solution you need quickly and easily. Success in a leadership position comes from results, and results come from the effective coordination of often competing needs: your organization, your client, your team, and your projects. These all demand time, attention, and energy, and keeping everything running smoothly while making the important decisions is a lot to

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Handle. This book shows you how to manage it all, and manage it well, with practical wisdom and expert guidance. Build your ideal team and keep them motivated. Make better decisions and boost your strategy game. Manage both time and stress to get more done with less. Master effective communication, facilitate innovation, and much more. Managers wear many hats and often operate under a tremendously diverse set of job duties. Delegation, prioritization, strategy, decision making, communication, problem solving, creativity, time management, project

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**A Better Boss** and stress management are all part of your domain. Mind Tools for Managers helps you take control and get the best out of your team, your time, and yourself.

An employee's-eye view of what makes a great boss—and how you can become one. Whereas most books on managing people approach the subject from the perspective of a manager of an idealised organisation, **Becoming a Better Boss** takes a real-world approach, looking at the topic from the perspective of an employee in a real-world organisation—dysfunctions,

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**A Better Boss**. Focusing on the choices individual employees make every day in getting work done, this book reinvents the practice of management one employee at a time. Author Julian Birkinshaw stresses the importance of taking management seriously, reveals where management practice often goes wrong, and dives deeply into the worldview of employees. He then explores the common personal biases and frailties of managers and discusses the vital importance of experimentation to overcome the limitations and idiosyncrasies of a

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particular organisation.

Throughout, he supports his assertions with case studies from a wide and varying range of management experiments and situations at real companies. Written by a leading authority on strategy, management, and innovation who is also the author of eleven books, including Reinventing Management Introduces a new approach to management focused on real employees and actual situations Includes case studies from real organisations Between the stress of deadlines and the demands of today's business environment, it's easy for managers to lose

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A Better Boss

sight of the importance of people management. Becoming a Better Boss not only shows managers how to lead effectively, but why doing so is vitally important to every organisation's success.

With forty well-structured and easy to follow topics to choose from, each workbook has a wide range of case studies, questions, and activities to meet both the individual or organization's training needs. Whether studying for an ILM qualification or looking to enhance the skills of your employees, 'Super Series' provides essential



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**A Better Boss** solutions, frameworks and techniques to support management and leadership development.

This book examines volatility, uncertainty, complexity and ambiguity (VUCA) and addresses the need for broader knowledge and application of new concepts and frameworks to deal with unpredictable and rapid changing situations. The premises of VUCA can shape all aspects of an organization. To cover all areas, the book is divided into six sections. Section 1 acts as an introduction to VUCA and complexity. It reviews ways to manage

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complexity, while providing examples for tools and approaches that can be applied. The main focus of Section 2 is on leadership, strategy and planning. The chapters in this section create new approaches to handle VUCA environments pertaining to these areas including using the Tetralemma logics, tools from systemic structural constellation (SySt) approach of psychotherapy and organizational development, to provide new ideas for the management of large strategic programs in organizations. Section 3 considers how marketing and sales are affected by VUCA,

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from social media's influence to customer value management. Operations and cost management are highlighted in Section 4. This section covers VUCA challenges within global supply chains and decision-oriented controlling. In Section 5 organizational structure and process management are showcased, while Section 6 is dedicated to addressing the effects of VUCA in IT, technology and data management. The VUCA forces present businesses with the need to move from linear modes of thought to problem solving with synthetic and simultaneous thinking. This book should

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help to provide some starting points and ideas to deal with the next era. It should not be understood as the end of the road, but as the beginning of a journey exploring and developing new concepts for a new way of management.

25 Need-to-Know MBA Models provides easy access to the most useful models, tools and concepts that are covered on MBA programmes. Whether you are a student about to embark on an MBA or a manager who wants to

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Understand the ideas taught, this guide will help you to get ahead. Covering 25 key models that have been picked from programmes around the world, 25 Need-to-Know MBA Models cuts through the jargon to give you the core information on each model: what it is, when to use it, how to use it with key practical tips. Want new ways of looking at old problems? Need a range of management decision-making tools at your fingertips? Only want what you need to know, rather than reams of theory? Includes 10 handy dos and don'ts of using MBA models With indispensable models that will help you

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**A Better Boss** make the most out of every business opportunity, this book tells you what you need to know, fast.

What really sets the best managers above the rest? It's their power to build a cadre of employees who have great inner work lives—consistently positive emotions; strong motivation; and favorable perceptions of the organization, their work, and their colleagues. The worst managers undermine inner work life, often unwittingly. As Teresa Amabile and Steven Kramer explain in *The Progress Principle*, seemingly mundane workday events can make or

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A Better Boss' inner work lives. But it's forward momentum in meaningful work—progress—that creates the best inner work lives. Through rigorous analysis of nearly 12,000 diary entries provided by 238 employees in 7 companies, the authors explain how managers can foster progress and enhance inner work life every day. The book shows how to remove obstacles to progress, including meaningless tasks and toxic relationships. It also explains how to activate two forces that enable progress: (1) catalysts—events that directly facilitate project work, such as clear goals

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and autonomy—and (2)

nourishers—interpersonal events that uplift workers, including encouragement and demonstrations of respect and collegiality. Brimming with honest examples from the companies studied, The Progress Principle equips aspiring and seasoned leaders alike with the insights they need to maximize their people's performance.

We're all selling something every day, whether at work or closer to home. But with advanced technology and mass competition, it's never been harder to capture people's attention. That's why we



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need to develop our sales mind: mastering our innate selling skills will help us cut through the noise in any situation. Drawing on the wisdom of psychology, mindfulness and cultural history, as well as a lifetime in sales, Helen Kensett has created 48 beautifully illustrated tools to help you: - become more focused, and develop a more mindful approach - gather crucial knowledge about your buyer, market and what you're selling - identify and communicate clearly the key aspects of your pitch - up your creativity, generate the best ideas and close the

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deal. From quick tricks for getting focused to simple skills like writing killer emails, Sales Mind is full of practical tools, real world tips and psychological insights to help you improve your selling at every step.

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