



Essential Manager's Manual (Financial Times

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DK Essential Manager's Manual A complete volume of 12 crucial steps to effective management--perfect for home or office reference. Full description

Essential Manager's Manual (Financial Times Details)

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The best book for Managers. A key book i would say!!

Bandar AL Dossari says

A fast basic guide book to have around in the office and is very useful references

Lori Grant says

A must-read book new managers, executives, and entrepreneurs.

Mohammed Agbawi says

I read so far two chapters.

I'm a Sr.Manager in SABIC leading company in petrochemical biz. From my humble experience, I'll summarize additional actions items than in the book that I'd like to share it with you.

Motivating People : actions plan

1. Request check list from each review activity and update it in procedure as part of change that will motivate sr.staff
 2. Let successors joint managers progress meeting that is part of motivation.
 3. Presentation to all managers about motivation points with example in this chapter as awareness.
 4. Identify non-financial reward and funicular reward in managers meetings.
 5. Assign initiatives to staff to finalize and analyze workflows for each service. Part of new changes that motivate ppl.
 6. Use a virtual team called "Task Archiving team" to reward potential staff and creat completions.
 7. Enhance staff filing with 4 evaluation annually.
 8. Prepare check list for initiatives, demonstrating company value and KPI for each manager as dynamic worksheet to show evaluation on time...
 9. Update rules and actions sheet ... Culture change targets...as part of changes that motivate team.
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