



# **The New Manager's Handbook: 24 Lessons for Mastering Your New Role (The McGraw-Hill Professional Education Series)**

*Morey Stettner*

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**The New Manager's Handbook: 24 Lessons for Mastering Your New Role**

You've been promoted to manager--and that puts you in a whole different ballgame. From difficult employees to demanding bosses, you never know where your next problem is coming from. What you *do* know is that you'll be expected to solve that problem--and solve it quickly and effectively.

*The New Manager's Handbook* explains the rules of this new game, and gives you invaluable tips and pointers for teaming with your employees while inspiring them to breakthrough performance and results. Let the two dozen rules and guidelines in this quick-hitting manual show you the best ways to:

- Delegate
- Review performance
- Think strategically
- Lead great meetings
- Give and get results-oriented feedback
- Provide direction
- Speak with power
- Criticize with honesty and tact
- Ask the right questions
- Motivate average performers

- Prepare for change

As a new manager in today's no-room-for-error workplace, you will be challenged and tested every day. Unlike previous positions, however, your success will be judged by the performance of others. Give yourself every opportunity to succeed, and learn how to win the respect of both your employees *and* your supervisors, with the time-tested and field-proven techniques in *The New Manager's Handbook*.

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