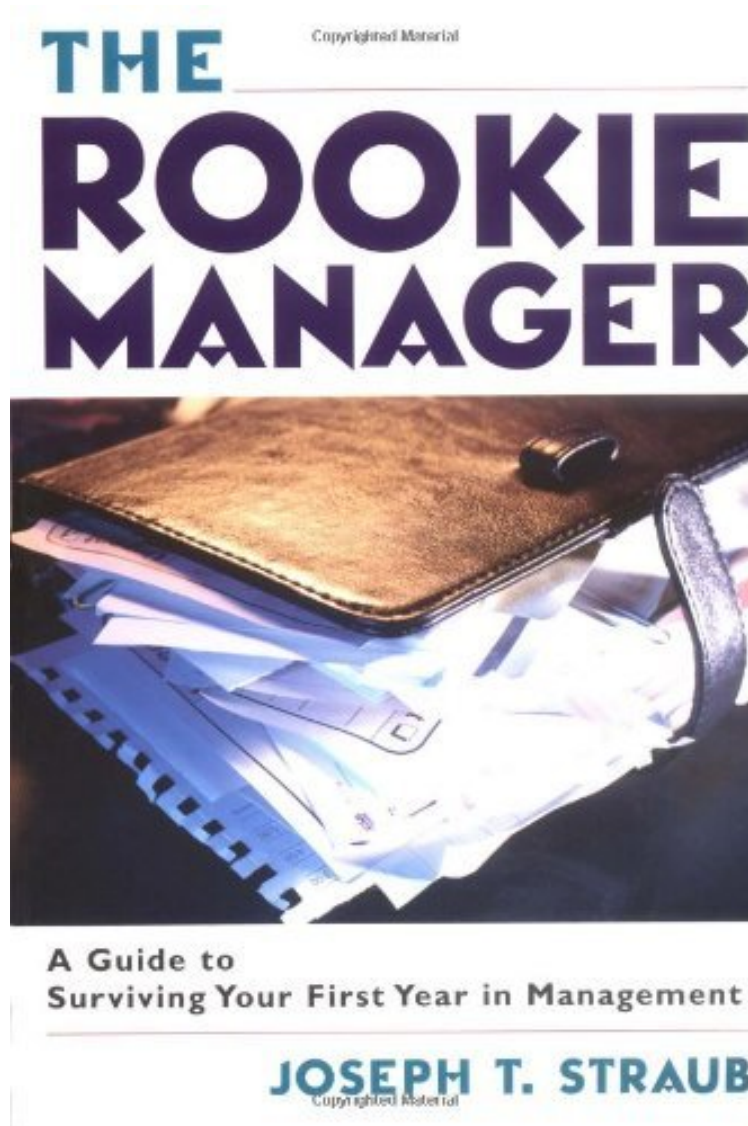


(Library ebook) The Rookie Manager: A Guide to Surviving Your First Year in Management

# The Rookie Manager: A Guide to Surviving Your First Year in Management

Joseph T. Straub

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**Joseph T. Straub : The Rookie Manager: A Guide to Surviving Your First Year in Management** before purchasing it in order to gauge whether or not it would be worth my time, and all praised The Rookie Manager: A Guide to Surviving Your First Year in Management:

0 of 0 people found the following review helpful. Solid information for new managers By GMH Thoughtful information that allows a new manager to see the larger picture and their role of leader and motivator. Helps the new manager understand their new job and what success is a manager is. 0 of 0 people found the following review helpful.

good bookBy :)Very good for people interested in managing projects and people.I find it very useful in my day to management of work0 of 0 people found the following review helpful. A 360 GuideBy J.IlogA very comprehensive book, one that all managers, regardless of their experience, would significantly gain from reading it.Topics covered:Time Management, Planning One's Day, Leading your People,, Building your Team, Effective Decision Making, Delegating Authority, Hiring Orientation, Motivating your People, Performance Appraisal, Discipline, Grievances Terminations, Successful Communication.With over 90 ideas that I wrote down for this review, I will provide a few here.pp.9-10 gives a list of 24 qualities people respect most in a supervisor.p. 33 gives a list of what an effective leader can accomplish.pp. 39-40 provides a list of the key qualities of an effective leader.p. 61 provides the traits actions of an effective decision maker.pp.136-138 provides insights on how a manager should handle terminations.p.151 provides 4 ways to give directives to subordinates .On Results: "When supervisors give employees the latitude to let their creativity flow, marvelous things can happen. nbsp;When it comes right down to it, why should you care which methods employees use as long as the works gets done correctly, on time, within budget, and without violating policies and rules? nbsp;Supervisors who emphasize results over methods develop confident, competent team members who think for themselves, as approach problems from several different angles. nbsp;In other words, they empower and expect employees to think to the best of their abilities and employ their own resources all day, every day, for the benefit of everyone involved."

Being a manager can be nerve-wracking. There are so many new responsibilities to manage, so many new skills to learn, and so little time to do it. This is a concise, comprehensive guide written specifically to help new managers learn the ropes of management -without having a nervous breakdown. Topics covered include: understanding the manager's role; managing former peers; daily planning; leadership and coaching; managing a team; motivating people; delegating work; hiring and orienting new employees; conducting performance appraisals; disciplining and terminating employees; and more. It includes exercises, self-quizzes, worksheets and examples.

From BooklistStraub has more than 25 years' experience teaching business and management and was a frequent contributor to the American Management Association's now defunct monthly, Getting Results . . . for the Hands-On Manager. His articles dealt with the practical, day-to-day requirements of being a manager, and that approach is also reflected in this book, which is actually a substantially revised and expanded version of Straub's Successful New Manager (1994), which was part of AMACOM's WorkSmart series. He begins by advising new managers that they must now develop a new mind-set, and he describes the various roles a manager must assume. He then offers tips on the different tasks a manager performs: time management; goal setting and planning; leadership; team building; decision making; delegating; hiring and orienting new employees; motivation; performance appraisal; discipline, grievance handling, and termination; and communication. Each discussion ends with a self-test that helps emphasize and summarize Straub's key points David Rouse "A clear, simple, intelligent look at the management landscape that should help someone tackling their first management position." -- The Globe Mail (Canada) About the Author Joseph T. Straub (Orlando, FL) is a former manager in the aerospace and textile industries. He has 26 years of experience teaching business and management classes. His previous books include the WorkSmart book The Successful New Manager (AMACOM 0-8144-7834-4), as well as 11 other books and dozens of articles on management, supervision, and other topics.