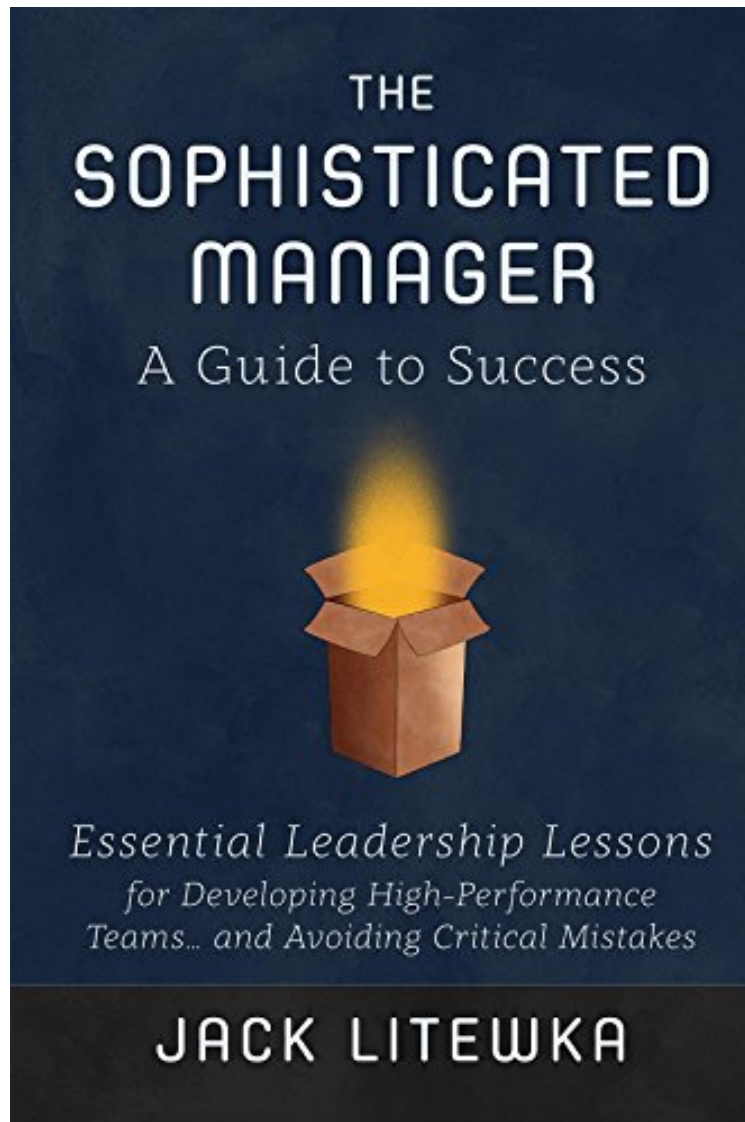


(Free) The Sophisticated Manager: A Guide to Success

The Sophisticated Manager: A Guide to Success

Jack Litewka

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Jack Litewka : The Sophisticated Manager: A Guide to Success before purchasing it in order to gauge whether or not it would be worth my time, and all praised The Sophisticated Manager: A Guide to Success:

0 of 0 people found the following review helpful. but it is something anyone who wishes to grow and better themselves simply AS A HUMAN BEING should read By HungBunny This isn't only something a manager or aspiring manager MUST read for the sake of their success and comfort within such roles, but it is something anyone who wishes to grow and better themselves simply AS A HUMAN BEING should read. Sure, the book is aimed at managers, it's tailored to the corporate work environment and caters to the needs and aspirations of those who lead

staff and teams to success, but anyone could extrapolate these teachings and apply them to everyday life, and it's then that you understand the true and extraordinary value of Jack's words. Whether you have recently become a manager and need a little knowledge and confidence boost, or you are a seasoned manager under stress who needs simple reminders and keys to unlock continued success, or if you are simply a human being living on planet earth wondering how to better organize, plan, anticipate, communicate, and execute in various aspects of life that require ownership and initiative, this book really has it all, and it comes in the simplest and most familiar choice of words ever. A real secret weapon for anyone interested in both professional and non-professional self-empowerment - could not recommend it enough!

0 of 0 people found the following review helpful. Read this book first! By Richard I highly recommend this book. Litewka's invaluable wisdom from many years of successful management is presented in an extremely accessible format. To be honest, I went through THE SOPHISTICATED MANAGER very quickly at first, thinking that many of the processes described were more appropriate for a larger corporate environment. However, as I've wrestled with personnel issues in my small organization, I've realized that I would have greatly benefited from reading this book carefully before I hired anyone. I didn't know what I didn't know. In particular, the discussion of interviewing, hiring, and supporting employees offers a professional path to successful management. If you are a new manager, entering a new management position, about to make a new hire, or doing anything managerial, read THE SOPHISTICATED MANAGER first!

1 of 1 people found the following review helpful. Definitely worth reading. . . By Thomas K. Resk I bought this book basically for my daughters in their respective careers. Haven't read it through yet but will for sure. Jumping around some from topic to topic gave me many "gotcha moments" thinking "wished I had known that then." The book is applicable to both large and small business mgt as well as team creation issues. The author's insight into dealing with people, esp. 'top bananas', to make both them and the business mission successful is clearly evident in his narrative.

Leadership. Management. Change management. Coaching. Team building. Vision. Hiring. Interviewing. Triage. Executive presentations. Mentoring. Strategy. If these topics arise in your professional activities, then The Sophisticated Manager is the book that will take you to the next level in becoming a Great Manager. To view an expandable table of "CONTENTS", go to: <http://sophisticated-manager-jack-litewka.net>

In mentoring dozens of managers over the years, Jack Litewka learned what undercut their confidence, what they felt unprepared to do, what issues caused them the most angst, in what areas they had significant gaps in experience and knowledge, and what were the mistakes they frequently made. Here are some of the topics that you will read about in this book: You will learn what differentiates a Good Manager from a Great Manager. You will learn what the key responsibility of a Great Manager. You will learn a world-class Triage methodology. You will learn a world-class process for Interviewing and Hiring. You will learn some of the positive things that are *must-dos* if you are a recently-hired manager. You will learn how to identify potential pitfalls and how to avoid them. You will gain a deeper understanding of what you need to do to create a High-Performance Team and a Great Team Culture. The Sophisticated Manager is an "in the trenches" book (aka "lessons from the real world"). It focuses on frequently-arising issues that managers - first-time managers as well as experienced managers - grapple with when they take on a managerial position. This book tells you how to do certain things that managers struggle with (rather than just telling you, in general terms, what you're supposed to do) - and why to do them that way. Jack draws on his experience and also on the experience of having both mentored and learned from many managers over the years, which made clear the ways in which managers get themselves into trouble. This book does not try to cover everything that a manager needs to know. Instead, it focuses on how to accomplish certain difficult tasks in a world-class manner. It will increase your ability to deftly handle dicey situations and will also help you to avoid getting into trouble in the first place.

"The Sophisticated Manager" belongs in the hands of every person in a new managerial job regardless of their experience or the level of the position. The book provides helpful concepts, checklists and the wisdom of a person who has managed, consulted, mentored and reflected on his experiences in each arena. Reading the book is like being in the room with the author as is written in a conversational way showing the author's humor and thoughtfulness. Some of the ideas are new and others are helpful reminders. I will borrow key ideas from the book to use with my coaching clients. -- John Mirocha, Ph.D., President CEO, John Mirocha Associates, Inc., Minnetonka, Minnesota

"The Sophisticated Manager" should become a unique and refreshing addition to every manager's library. Whether you are seasoned in your role, or new to the experience, in this book you will find wisdom, insights and hands-on tools that will enhance your effectiveness in your role. Litewka offers perspectives that have utility in large, established corporations, smaller startups, and even non-profit organizations operating on a shoestring budget. It's a book that you will return to again and again - and each time you do so, you'll gain a new perspective on the job of being an effective leader. -- David Wertheimer, Deputy Director, Global Foundation