

## The leader's pocket guide: 101 indispensable tools, tips, and techniques for any situation

Baldoni, John, 1952-

Deskripsi Lengkap: <https://lib.ui.ac.id/detail?id=20437434&lokasi=lokal>

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### Abstrak

Before you can lead others, you must learn to lead yourself. Yet those tasked with leadership roles must discover what their people - and their companies - respond to as they go. The "Leader's Pocket Guide" provides readers with concise, on-the-job expertise to inspire and direct them on their professional journey. Organized into three easy-reference sections - Self, Colleagues, and Organization - the book supplies readers with tactical tips on how to: deliver Inspiration; demonstrate character; develop confidence; communicate with authority; think critically; foster innovation; connect with others; resolve conflicts; add buzz to their leadership brand; coach for development; recognize achievement; instill company-wide purpose; and deal with adversity. Augmented by up-to-date research on the role of leaders and the expectations followers have for them, this pithy, powerful, and portable guide contains energizing action tips, self-assessments, and "Think About..." sections to spur readers on to reach continuously greater heights of leadership excellence.;