

## The rookie manager: a guide to surviving your first year in management

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### Abstrak

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.