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First Time Manager

B.H. Tan



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A Handbook for First Time Managers Salwana Ali, 2014-04. Aspiring first time managers and individual contributors planning to be managers will benefit from this book as it provides them with critical pointers to succeed in their managerial role. The book helps them to assess their readiness to be a manager. It details out the four key cornerstones of the managerial role: the scope of being a manager, the function of leadership and management, behavioural skills, and manage change. Understanding of the four key cornerstones will equip aspiring first time managers with the awareness on what it takes to be successful and gauge their own readiness to take up the role. Upon assessment of their readiness, aspiring first time managers will have the tools in The Manager's Toolkits to develop their own personal managerial plan. The Manager's Toolkits comprises of two components: imManager Framework and imManager Guide which work hand in glove together. The imManager Framework is a diagnostic execution plan that helps first time managers to focus on the right things, serving as a roadmap to lead and manage team and encourage managers to ask the hard questions in their pursuit to develop high performing teams. The imManager Guide consists of a checklist questions which serves as the guidelines during the self diagnostic process.

The First-time Manager Loren B. Belker, Gary S. Topchik, 2005. A true management classic with 200,000 copies sold.

The First Time Manager Victoria Scott, 2020-06-02. This book is for new managers, first time managers, or managers who felt that they never really received the training they needed to succeed in their role. If you find being a manager challenging, stressful, and tiring, this is the book for you. Taking on a management role can be exciting, exhilarating, but also extremely challenging as everyone looks to you for all the answers. In The First Time Manager guide, we cover a crash course to help you get through the first 90 days and the first year in your new role. Learn how to love and excel in a Leadership position and set yourself on the right career path to larger and bigger roles. From understanding the expectations of you as a manager to developing and succeeding in the role, we'll give you the skills, systems, and frameworks to perform as a first time manager. Whether you are working with a small team of two to a team of fifty or more, this book will give you the foundations to look in the right areas and ask the right questions. With over 50% of managers failing in the first year of management, having the core areas you need to focus and build on will help you shortcut your Leadership potential and growth. Stand out as a first time manager. In this book, you'll learn: Understanding your responsibilities as a manager. How to have pay discussions. When to know when to promote staff members. What to do if someone gives you attitude. How to build a high performing team. How to work with

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How to Win as a First-Time Manager: The Challenges Facing Talent Management When Moving from Co-Worker to Boss Dave Day, John Lough, 2012-02 How to Win fills an important gap in the current leadership literature in that it gets down and dirty with the very real issues that first time managers face in today s workplace These new leaders don t craft long term strategies or issue inspiring missives to hundreds of eager troops Neither do they testify before congressional committees nor appear as public spokespersons for this or that glamorous product They are the managers who strive each day often with limited resources to meet the high production standards set by those in the c suite From how to manage relationships with direct reports who used to be that manager s peers to how to delegate tasks to how to build effective teams and better manage one s time How to Win takes the reader into the daily exchanges between a new manager and her veteran coach as they explore the various roles all managers are expected to play Publisher s description

The First-Time Manager: DEI Alida Miranda-Wolff, 2024-05-07 The essential resource for new managers who want to foster a safe inclusive and productive space for their teams Being an inclusive manager boils down to finding ways to balance power and love day to day When do we prioritize the needs of an individual employee over that of the whole team When do we hold firm that what the team needs is more important than what the individual wants How do we ensure that we uphold one person s boundaries without compromising another s How do we live up to the promises we make to ourselves and to each other all while driving results and hitting our earnings targets Alida Miranda Wolff has worked with hundreds of organizations to help them create cultures of belonging and successful DEI initiatives which means she knows the common pitfalls to avoid and action items required to make DEI work In this practical guide she shares both the mindset and actions required for new managers to build inclusive teams This one of a kind guide will Help you define your inclusive management style Provide practical guidance on how to create a healthy culture on your teams through equitable practices Teach you the basics of inclusive language Offer guidance on how to give and receive feedback Help you manage identity based conflict

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The First-Time Manager in Asia: Maximizing your success by blending East and West best practices (revised edition) B.H. Tan,2016-06-15 Becoming a first time manager is one of the most challenging experiences in a person s career It is both a time of great excitement as well as uncertainty and insecurity The good news is that you have been promoted The bad news is that you will probably be left to sink or swim First time managers who succeed are able to make profound adjustments and adapt themselves quickly They develop new competencies and become value creators to their companies But those who aren t able to make the critical shifts will struggle With Asia rising more Asian managers are reaching the upper rungs of management There are also more younger Western managers who will be working alongside them These self confident Asian managers and their curious and enlightened Western counterparts know that it s no longer tenable to apply Western management practices without adaptation These are three key benefits from this book 1 Setting in place Five Foundation Stones that will ensure your success as a manager now and in the future 2 Acquiring a Versatile Managerial Toolkit that blends the best from the East and West so that you can lead more effectively in the 21st century 3 Enhancing your influence through the Power of Engagement

First Time Managers Antony Felix,2021-01-12 Have you just been offered a promotion as manager but you re so scared and afraid that your overall performance may not be what is expected of you Or after settling in your new job as manager have you noticed that things are way harder and challenging than you expected and you are looking for a guide that will help you navigate the world of being a new boss If you ve answered YES kindly read on You re About To Discover The Secrets That Successful Managers Use To Finally Make Them Thrive As New Bosses Without Doubts Fears And Concerns That Come With This Job It must feel good that all the hard work you ve put the rigorous recruitment process and more have borne fruit and you ve landed that manager s position Congratulations Now is the time to take up the job and manage the team and steer your team department or organization to new heights But even as you get settled on the job it is likely you are anxious about so many things with so many thoughts going through your mind Where do I start How do I build a cordial working relationship with the team I am leading without too much friction Can I come up with my own style of running things without affecting the operations of the job How do I delegate without being rude or inconsiderate How will I socialize with my team and still have them respect the work

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