



# Managing All-in-One For Dummies

By Traci Cumbay



## Managing All-in-One For Dummies By Traci Cumbay

### Your all-encompassing guide to managing people, projects, and teams

Being a manager can be an intimidating and challenging task. Managing involves teaching new skills to employees, helping land a new customer, accomplishing an important assignment, increasing performance, and much more. The process of management can be very challenging at times, but it can also bring you a sense of fulfillment that you never imagined possible.

*Managing All-in-One For Dummies* is the practical, plain-English guide that covers all the basics of business management, helping you to navigate today's most innovative business strategies.

- Pulls together content from the Dummies Management library
- Offers advice for anticipating change and leading subordinates through change
- Includes tips on how to manage your business with effective leadership

Whether you're a new manager or a seasoned professional, *Managing All-in-One For Dummies* gives you everything you need to manage successfully.

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## **Editorial Review**

From the Back Cover

### **10 books in 1**

- Managing
- Leadership
- Project Management
- Leading Business Change
- Conflict Resolution At Work
- Critical Conversations
- The Leadership Brain
- Performance Appraisals
- Communicating Effectively
- Managing Teams

### **Your all-encompassing guide to managing people, projects, and teams**

Looking for a complete guide to developing or honing your management abilities? This real-world guide covers all the topics you'll need to help you develop your own unique management style and get the most from your employees. You'll get the ins and outs on leadership techniques, how to communicate effectively in any situation, and how best to manage teams and business change.

- Dive in — find out about the various management styles, how to meet typical management challenges, the best ways to manage with technology, and more
- Love to lead — discover how to think like a successful manager and how to embrace the development of your own leadership style
- Communication is king — explore the best ways to communicate with your employees to build relationships, establish the tone of conversations, and provide constructive criticism
- Productivity with teams — find out how to build, manage, and work with teams to maximize effectiveness
- Change is coming — determine the best ways to deal with business change, including planning, execution, and continued follow-through

### **Open the book and find:**

- The right style of management for you
- How to establish trust with employees
- Setting goals that lead to success
- The ins and outs of social responsibility
- How to think like a good manager
- Ways to build your leadership skills and manage teams
- How to master the key responsibilities of a manager
- How to effectively communicate and resolve conflicts

## **Users Review**

### **From reader reviews:**

#### **Mark Gatling:**

Information is provisions for individuals to get better life, information nowadays can get by anyone with everywhere. The information can be a knowledge or any news even restricted. What people must be consider while those information which is within the former life are challenging to be find than now's taking seriously which one would work to believe or which one the resource are convinced. If you receive the unstable resource then you obtain it as your main information you will see huge disadvantage for you. All of those possibilities will not happen throughout you if you take Managing All-in-One For Dummies as your daily resource information.

#### **Ray Chung:**

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#### **David Peacock:**

The reason why? Because this Managing All-in-One For Dummies is an unordinary book that the inside of the reserve waiting for you to snap it but latter it will zap you with the secret the idea inside. Reading this book adjacent to it was fantastic author who also write the book in such amazing way makes the content on the inside easier to understand, entertaining way but still convey the meaning totally. So , it is good for you because of not hesitating having this nowadays or you going to regret it. This book will give you a lot of positive aspects than the other book get such as help improving your proficiency and your critical thinking means. So , still want to postpone having that book? If I were you I will go to the reserve store hurriedly.

#### **Anne Young:**

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