



The Leader`s Tool Kit: Hundreds of Tips and Techniques for Developing the Skills You Need

By Cy Charney

PHI Learning, 2008. Softcover. Book Condition: New. First edition. Master critical leadership skills with The Leader's Tool Kit. This unique book gives you handy checklists and practical advice on topics such as : ? Strategic Leadership (including alliances, change, influencing the future, governance, and sustainability) ? Leading Your People (including coaching, training, mentoring, and retention) ? Performance Leadership (including accountability, innovation, and measurement) ? Life and Career Management (including career development, learning, and values) ? Leadership Fundamentals (including authenticity, decision making, ethics, and problem solving) Comprehensive but compact, The Leader's Tool Kit is essential reading for veteran and new leaders alike. Read cover-to-cover or use as a quick reference, choose yourself the way you like. CONTENTS: Preface. Acknowledgments. Part 1: Leadership Fundamentals?1. Adversity: Coping with Tough Times. 2. Authenticity. 3. Change. 4. Collaboration and Teamwork. 5. Communicating for Clarity and Commitment. 6. Communicating One-on-One. 7. Communicating with Groups. 8. Decision Making. 9. Democratizing the Workplace. 10. Ethics. 11. Meetings. 12. Mistakes: Turning Adversity into Opportunity. 13. Mistakes: When Others Fail. 14. Planning. 15. Problem Solving. 16. Professionalism. 17. Teamwork. 18. Technology. 19. Ten Traits of Great Leaders. Part 2: Life and Career Management?20. Balancing Your Life. 21. Career Development. 22....



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