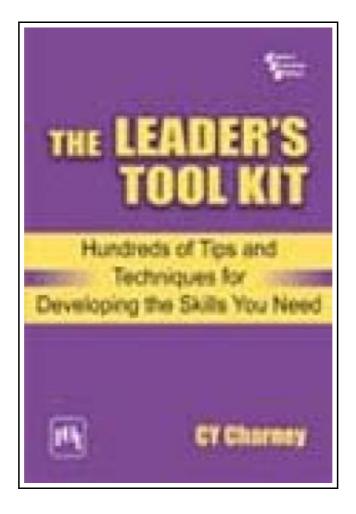
# The Leader`s Tool Kit: Hundreds of Tips and Techniques for Developing the Skills You Need



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#### Reviews

This pdf might be well worth a study, and a lot better than other. It really is simplistic but excitement inside the fifty percent in the book. Its been printed in an exceedingly straightforward way which is just after i finished reading this ebook through which really modified me, modify the way i believe. (Derick Brekke)

### THE LEADER'S TOOL KIT: HUNDREDS OF TIPS AND TECHNIQUES FOR DEVELOPING THE SKILLS YOU NEED



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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. Learning and Self-Development. 23. Learning: Strategies for Senior Executives. 24. Life: Living Each Moment to the Fullest. 25. Replacing Yourself. 26. Setbacks: Overcoming Adversity in Your Career. 27. Values: A Personal Approach. Part 3: Strategic Leadership?28. Alliances. 29. Benchmarking. 30. Change: Influencing the Future. 31. Communicating with the Board and Other Executives. 32. Consultants: Getting Your Money?s Worth. 33. Consultants: Maximizing Value for Your Organization. 34. Governance: More Than Staying Out of Jail. 35. Governance: Structuring the Board of Directors. 36. Government: Managing Relationships. 37. Integration: Creating a United Organization. 38. International Operations. 39. Partnerships. 40. Partnerships: Going International. 41....

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