



Management: A Skills Approach (2nd Edition)

By Phillip L. Hunsaker

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This complete collection of managerial skills prepares users for the work force with a comprehensive introduction to effective management conduct. The book provides a ten-step learning model that enables readers to practice and perfect their management skills. The emphasis is on teamwork, and this book shows that the effectiveness of teams within a firm contributes to the efficiency of its operation, increases productivity, and eventually enhances profitability. After a complete introduction to skills, managerial effectiveness, and self-awareness, the book proceeds to general integrative skills (interpersonal communications, diversity, ethical guideposts, managing skills and time); planning and control skills (goal setting, evaluating performance, creative problem-solving); organizing skills (designing work, selecting and developing people); and leading skills (building a power base and leading change). An excellent resource for human resource managers, organizational development workers, and corporate trainers.

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