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The John Adair handbook of management and leadership

Adair, John Eric

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Abstrak

This book is a practical master-class in how to manage both yourself and others to provide a team that is motivated, creative and high-performing. Internationally recognised as a writer, teacher and consultant, Professor John Adair has written 27 books and numerous articles on leadership and management development: this is the distillation of a career's thought and practice into one book. The book is divided into two main sections: Part 1: Self-management Self Management Time management Setting and achieving goals and objectives Decision making and problem solving Creativity and innovation Personal reminders and thoughts worth thinking Part 2: Managing others Managing Others Leadership and team building Motivation and people management Communication and presentation Personal reminders and thoughts worth thinking