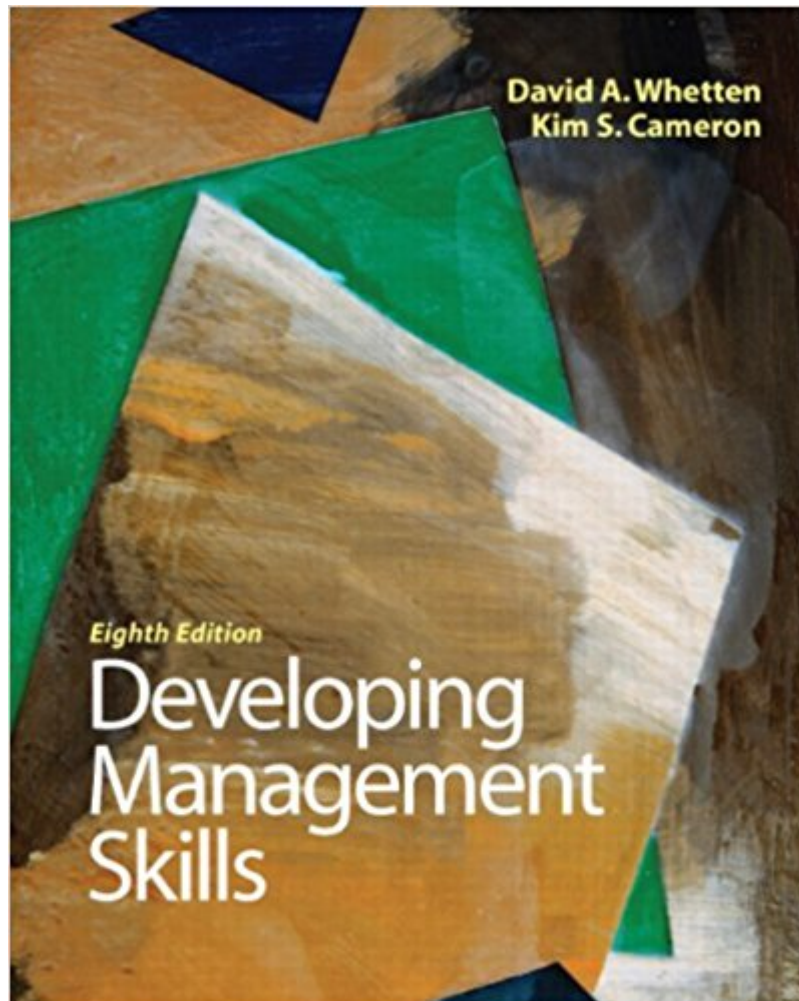


The book was found

# Developing Management Skills (8th Edition)



## Synopsis

Develop ten essential management skills. With an emphasis on self assessments, *Developing Management Skills* gets readers involved in the learning experience, helping them connect the theories to their own lives. Further, this text focuses on developing the ten essential skills needed for success and gives readers tangible goals to work towards. Based on suggestions from reviewers, instructors, and students, a number of changesâ “including new skill-assessments and cases, and updated researchâ “have been incorporated in the eighth edition.

## Book Information

Paperback: 744 pages

Publisher: Prentice Hall; 8 edition (February 6, 2010)

Language: English

ISBN-10: 0136125298

ISBN-13: 978-0136121008

ASIN: 0136121004

Product Dimensions: 7.9 x 1.2 x 9.8 inches

Shipping Weight: 2.5 pounds

Average Customer Review: 3.9 out of 5 starsÂ Â See all reviewsÂ (81 customer reviews)

Best Sellers Rank: #106,667 in Books (See Top 100 in Books) #153 inÂ Books > Business & Money > Management & Leadership > Strategy & Competition #360 inÂ Books > Textbooks > Business & Finance > Management #370 inÂ Books > Business & Money > Processes & Infrastructure > Strategic Planning

## Customer Reviews

The new 7th edition is even more useful. There are some new assessments, some clearer explanations, and improved diagrams. There are also some new in class skills development exercises, and the online tool for taking the dozens of assessments in the book is now easier to use. This book has been widely adopted and is now in its sixth edition because it has proven to be a valuable and effective text for people who want to think about what skills go into being an effective manager, how to develop them, and what are the practical means of application. The book is divided into four parts: Part 1 - Personal Skills Part 2 - Interpersonal Skills Part 3 - Group Skills Part 4 - Specific Communication Skills Part 1 starts with developing self-awareness, then discusses managing personal stress, and concludes with approaches to solving problems analytically and creatively. Part 2 starts with coaching, counseling, and supportive communication, then discusses

gaining power and influence, motivating others, and concludes with managing conflict. Part 3 starts with empowering and delegating, then building effective teams and teamwork, and concludes with leading positive change. Part 4 is a series of helpful supplements and appendices on making oral and written presentations, conducting interviews, and an extremely useful section on conducting meetings by John Tropman from the University of Michigan. I had Prof. Tropman for my required class on Organizational Behavior and it was a highlight in my program. He covered some of this material in that class and it makes wonderful sense. He often says that you can use this material to cover as little as you do now, but in half the time.

[Download to continue reading...](#)

Leadership: Management Skills, Social Skills, Communication Skills - All The Skills You'll Need (Conversation Skills, Effective Communication, Emotional ... Skills, Charisma Book 1) Developing Management Skills (8th Edition) How to Be a Good Leader: The Ultimate Guide to Developing the Managerial Skills, Teamwork Skills, and Good Communication Skills of an Effective Leader Leadership: Become A Super Leader - Management, Management Skills, Communication & Coaching (Business Skills, Influence, Persuasion, Body Language, Leadership Skills, Emotional Intelligence) Communication Skills: 101 Tips for Effective Communication Skills (Communication Skills, Master Your Communication, Talk To Anyone With Confidence, Leadership, Social Skills) Infants, Children, and Adolescents (8th Edition) (Berk & Meyers, The Infants, Children, and Adolescents Series, 8th Edition) Developing Management Skills Plus MyManagementLab with Pearson eText -- Access Card Package (9th Edition) Developing Management Skills (9th Edition) The Developing Human: Clinically Oriented Embryology, 8th Edition Social Skills - Social Fluency: Genuine Social Habits to Work a Room, Own a Conversation, and be Instantly Likeable...Even Introverts! (Communication Skills, Small Talk, People Skills Mastery) Piano Literature - Book 3: Developing Artist Original Keyboard Classics (The Developing Artist Library) Piano Sonatinas - Book One: Developing Artist Original Keyboard Classics (The Developing Artist) Piano Literature - Book 4: Developing Artist Original Keyboard Classics (The Developing Artist) Time Management: Guide to Time Management Skills, Productivity, Procrastination and Getting Things Done (time management, procrastination, productivity, ... successful people, efficiency, schedule) Clinical Nursing Skills and Techniques, 8th Edition Developing Skills for the TOEFL iBT, 2nd Edition Advanced Combined Book & MP3 CD Project Management: 26 Game-Changing Project Management Tools (Project Management, PMP, Project Management Body of Knowledge) Agile Project Management: Box Set - Agile Project Management QuickStart Guide & Agile Project Management Mastery (Agile Project Management, Agile Software Development, Agile

Development, Scrum) Agile Project Management: An Inclusive Walkthrough of Agile Project Management (Agile Project Management, Agile Software Development, Scrum, Project Management) Shirtmaking: Developing Skills For Fine Sewing

[Dmca](#)