



The New Manager's Starter Kit: Essential Tools for Doing the Job Right

Robert Crittendon

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"New managers can find hope (and help) with this handbook of practical, upbeat advice from a 40-year veteran of the business battlefield. This book takes readers through the fundamentals of management, including chapters on how to successfully manage yourself, your employees, your boss, and your reputation. *The New Manager's Starter Kit* provides the techniques necessary to make it as a manager, answering questions like:

- * What is the biggest mistake a manager can make in hiring?
- * Why must managers make communications an obsession?
- * What is the "planning hierarchy"?
- * When, where, and how should a manager fire someone?
- * How can satisfying ten basic employee needs transform you into a leader?

With rules and tools included in each chapter, this book will help the less experienced manager master critical skills for job success and personal satisfaction."

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