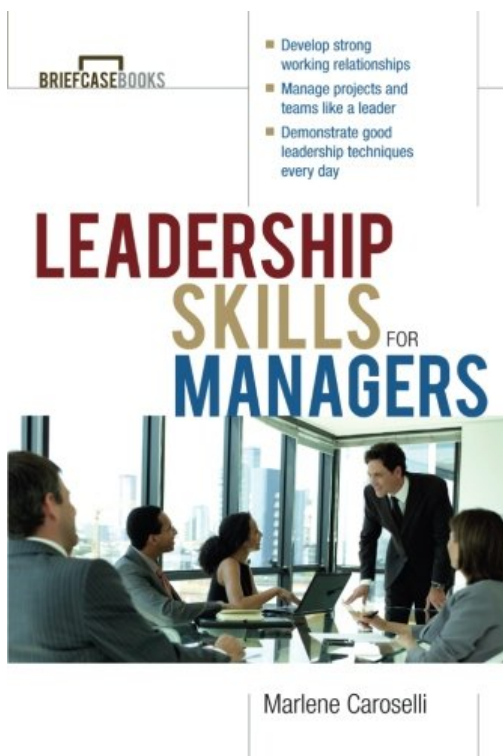


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*Cultivate valuable professional bonds via benchmarking and community networks You've done well in your career as a manager. Now it's time to boost yourself to the next level. Leadership Skills for Managers shows you how to achieve the skills and self-confidence of a leader?and maximize both your accomplishments and career success in today's global corporate arena. Briefcase Books, written specifically for today's busy manager, feature eye-catching icons, checklists, and sidebars to guide managers step-by-step through everyday workplace situations. Look for these innovative design features to help you navigate through each page: Clear, concise definitions of important terms and concepts Tips, tactics, and best practices for learning to lead How-to hints for leadership in a variety of situations Practical advice to minimize damaging leadership errors Warning signs for which leaders must constantly be on guard Case studies and examples of effective leadership in action Procedures and techniques to correct specific problems

About the Author

Marlene Caroselli (Rochester, NY) is a successful author and frequent contributor to leading business publications including Stephen Convey's Executive Excellence.

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