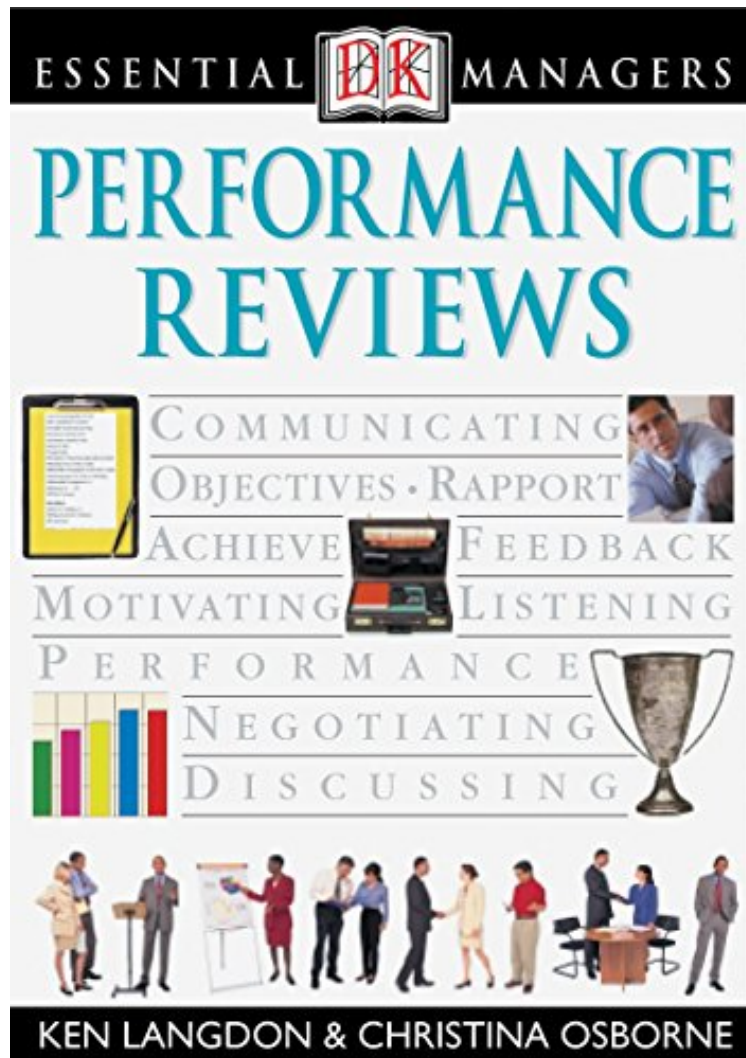


(Read now) DK Essential Managers: Performance Reviews: DK Publishing

DK Essential Managers: Performance Reviews: DK Publishing

Christina Osbourne, Ken Langdon
ePub | *DOC | audiobook | ebooks | Download PDF



 Download

 Read Online

#1244774 in eBooks 2001-07-25 2001-07-25 File Name: B004CRSZWM | File size: 42.Mb

Christina Osbourne, Ken Langdon : DK Essential Managers: Performance Reviews: DK Publishing before purchasing it in order to gauge whether or not it would be worth my time, and all praised DK Essential Managers: Performance Reviews: DK Publishing:

0 of 0 people found the following review helpful. Excellent resource for me, a new manager By MissWrightI was nervous writing and holding my first employee reviews. This book was very helpful in framing performance, coaching, praising and setting clear goals. I also helped me write my own dreaded self-evaluation. Excellent purchase, well written and I like the snackable size chapters not a book that goes on and on, makes its points clearly and concisely

Learn everything you need to know to evaluate and enhance staff performance. Performance Reviews explains how to prepare and conduct an appraisal session and how to follow up with effective action plans. Practical techniques demonstrate how to motivate your staff, and power tips help you to handle real-life situations and develop the skills to build a committed team. The Essential Manager have sold more than 1.9 million copies worldwide! Experienced and novice managers alike can benefit from these compact guides that slip easily into a briefcase or a portfolio. The topics are relevant to every work environment, from large corporations to small businesses. Concise treatments of dozens of business techniques, skills, methods, and problems are presented with hundreds of photos, charts, and diagrams. It is the most exciting and accessible approach to business and self-improvement available.

It hits all the bases... ()About the Author Ken Langdon has a background in sales and marketing in the computing industry. As an independent consultant he has taught courses in the US, Western Europe, and Australasia, and has written several books including Key Accounts are Different and Smart Things to Know about Business Finance. Christina Osborne is a former personnel director. As chief executive of a human resources consultancy and a lecturer, she has 10 years' experience of advising public and private sector organizations on appraisal systems.