

New Managers Tool Kit 21 Things You Need To Know To Hit The Ground Running By Grimme Don Grimme Sheryl Amacom2008 Paperback

IT Manager's Handbook: The Business Edition is a MUST-HAVE guide for the advancing technology professional who is looking to move up into a supervisory role, and is ideal for newly-promoted IT managers who needs to quickly understand their positions. It uses IT-related examples to discuss business topics and recognizes the ever-changing and growing demands of IT in today's world as well as how these demands impact those who work in the field. Specific attention is paid to the latest issues, including the challenges of dealing with a mobile and virtual workforce, managing Gen-X/Yers, and running an IT organization in a troubled economy. Rich with external references and written in-easy-to-read sections, IT Manager's Handbook: The Business Edition is the definitive manual to managing an IT department in today's corporate environment. Focuses on Web 2.0 ideas and how they impact and play into today's organizations, so you can keep up on social networking, YouTube, web conferencing, instant messaging, Twitter, RSS Feeds, and other collaboration tools. Provides strategies on how to get employees to focus in the 24/7 data word. Discusses key IT topics in 'layman's terms' for business personnel who need to understand IT topics.

This book provides a consistent and holistic managerial approach to product management and presents a practical and comprehensive methodology (roles, processes, tasks, and deliverables) that covers all aspects of product management. It helps students of product management, product management practitioners, product management organizations, and corporations understand the value, theory, and implementation of product management. It outlines a practical approach to clarify role definitions, identify responsibilities, define processes and deliverables, and improve the ability to communicate with stakeholders. The book details the fundamentals of the Blackblot Product Manager's Toolkit® (PMTK) product management methodology, a globally adopted best practice.

Focusing on the client issues which are becoming an integral part of the work of solicitors, this work examines pro-active methods that should enable the practising solicitor to learn and apply techniques and work practices that should help ensure that the needs of the client are satisfied.

55 proven tools and techniques to help team leaders and project managers improve team performance in a complex environment. The book also provides an introduction to the concept of team coaching as a distinct management activity.

The People Manager's Tool Kit

A Workbook For The Primary Care Team

DAU Program Managers Tool Kit, January 2011

My Pain Toolkit

The HR Toolkit: An Indispensable Resource for Being a Credible Activist

21 Things You Need to Know to Hit the Ground Running : [Summary].

Although all primary care organisations have to develop business plans at every level, for many this is a new experience. This book will show the reader how., The Business Planning Tool Kit is a practical, comprehensive book that contains all the reader needs to know about business planning in primary care. The book includes topics on what to include in a business plan, personnel, finances, premises and information management. It is an interactive guide including links to websites that have practical templates for the reader to download and use. It takes general practitioners, practice managers, and managers in primary care groups, trusts, and health authorities through the business planning process in a clear, straightforward way., This book provides a whole new way of looking at how general practice can be managed and it does so in the form of a manual which gives whoever takes on the task the tools to do so. The layout of the book is a joy. Every section has sheets on which staff members can write their comments on the issue in hand. Users of this book are likely to find themselves in a healthier practice because of it.' Andrew Polmear, in the Foreword

Lucy Adams's bestselling HR Disrupted (2017) called for a radical change in how we treat our most important resource of all - our people. Now she has created the handbook for HR professionals, showing exactly how to go about making the change to create a function fit for world-leading 21st-century organisations.

IT Manager's Handbook, Third Edition, provides a practical reference that you will return to again and again in an ever-changing corporate environment where the demands on IT continue to increase. Make your first 100 days really count with the fundamental principles and core concepts critical to your success as a new IT Manager. This is a must-read for new IT managers and a great refresher for seasoned managers trying to maintain expertise in the rapidly changing IT world. This latest edition includes discussions on how to develop an overall IT strategy as well as demonstrate the value of IT to the company. It will teach you how to: manage your enterprise's new level of connectivity with a new chapter covering social media, handheld devices, and more; implement and optimize cloud services to provide a better experience for your mobile and virtual workforce at a lower cost to your bottom line; integrate mobile applications into your company's strategy; and manage the money, including topics such as department budgets and leasing versus buying. You will also learn how to work with your customers, whomever those might be for your IT shop; hire, train, and manage your team and their projects so that you come in on time and budget; and secure your systems to face some of today's most challenging security challenges. This book will appeal to new IT managers in all areas of specialty, including technical professionals who are transitioning into IT management. Manage your enterprise's new level of connectivity with a NEW chapter covering social media, handheld devices, and more Implement and optimize cloud services to provide a better experience for your mobile and virtual workforce at a lower cost to your bottom line

Integrate mobile applications into your company's strategy Manage the money, including topics such as department budgets and leasing versus buying Work with your "customers", whomever those might be for your IT shop Hire, train, and manage your team and their projects so that you come in on time and budget Secure your systems to face some of today's most challenging security challenges

The Stage Manager's Toolkit provides a comprehensive account of the role of the stage manager for live theatre with a focus on both written and verbal communication best practices. The book outlines the duties of the stage manager and assistant stage manager throughout a production, discussing not only what to do but why. The book identifies communication objectives for each phase of production, paperwork to be created, and the necessary questions to be answered in order to ensure success. This book was written for Stage Management courses in Theatre programs and for the working professional.

Product Management in Practice

A 21st Century Toolkit

Templates and Communication Techniques to Guide Your Theatre Production from First Meeting to Final Performance

The Complete Project Manager's Toolkit

Successful Production Management in Theatre and Performing Arts

The Information Manager's Toolkit

"Fully a third of all library supervisors are "managing in the middle: " reporting to top-level managers while managing teams of peers or paraprofessional staff in some capacity. This practical handbook is here to assist middle managers navigate their way through the challenges of multitasking and continual gear-shifting. The broad range of contributors from academic and public libraries in this volume help librarians face personal and professional challenges by Linking theoretical ideas about mid-level management to real-world situations Presenting ways to sharpen crucial skills such as communication, productivity, delegation, and performance management Offering specific advice on everything from supervision to surviving layoffs Being a middle manager can be a difficult job, but the range of perspectives in this book offer strategies and tips to make it easier."

This manual explains the skills and steps for making a monitoring and evaluation system that functions well, organizing the people, processes and partnerships so that they collect and use good information that can be used by decision makers and other stakeholders.

Management in business and organizations is the function that coordinates the efforts of people to accomplish goals and objectives using available resources efficiently and effectively. Management comprises planning, organizing, staffing, leading or directing, and controlling an organization to accomplish the goal. Management involves identifying the mission, objective, procedures, rules and the manipulation of the human capital of an enterprise to contribute to the success of the enterprise. This implies effective communication: an enterprise environment (as opposed to a physical or mechanical mechanism), implies human motivation and implies some sort of successful progress or system outcome. Table of Contents: Management basics 8 1 Management basics - Calm Seas case 9 2 The Manager's job 12 2.1 Management functions 12 2.2 Management roles 13 2.3 Management skills 14 2.4 Not-for-profit note 15 2.5 Questions for the manager's job: 17 3 Planning - Calm Seas case 18 4 Planning in the organization 20 4.1 Competitive advantage 20 4.2 Strategic planning process 21 4.3 SWOT analysis 22 Stakeholders 22 4.5 Factors inside the organization 23 4.6 Factors outside the organization 24 4.7 Grand Strategy 25 4.8 Mission statements 26 4.9 Action/implementation plan 28 4.10 Not-for-profit note 29 4.11 Strategic planning diagram 30 4.12 Questions for organizational planning section: 31 5 Organizing - Calm Seas case 32 6 Organizing the organization 33 6.1 Structure follows strategy 33 6.2 Bureaucracy 34 6.3 Authority - staff and line 34 6.4 Bureaucratic structures 37 6.5 "Rules" of a bureaucracy 41 6.6 Disadvantages of a bureaucracy 42 6.7 Changing the bureaucratic structure 43 The rise of the "group" structure 45 6.9 Not-for-profit note 46 6.10 Checklist for Team or Group Effectiveness 47 6.11 Questions for organizing section: 47 7 Leading - Calm Seas case 49 8 Leading in the organization 51 8.1 Leader vs. manager 51 8.2 Leadership theories 51 8.3 Knowing what kind of manager/leader to be 53 8.4 Motivation Theories and Concepts 53 8.5 Content Theories of motivation 55 8.6 Process Theories of motivation 55 8.7 Maslow 56 8.8 Expectancy Theory of Motivation explained in simple terms 57 8.9 Equity Theory explained in simple terms 57 8.10 What do employees want? 58 8.11 Motivation summary 59 8.12 Not-for-profit note 60 Executive Education-170x115-B2.indd 1 18-08-11 15:13 Motivation exercise 61 8.14 Questions on leadership/motivation section: 62 9 Control - Calm Seas case 63 10 Control in the organization 64 10.1 What does "control" mean? 64 10.2 What kinds of controls? 64 10.3 Measure what matters 65 10.4 What will we monitor? 66 10.5 Flowcharting 66 10.6 Critical path planning 67 10.7 Not-for-profit note 69 10.8 Questions on the controlling function: 70 11 For further reading 71 12 Definition of terms 73 13 Endnotes 75

Product management has become a critical connective role for modern organizations, from small technology startups to global corporate enterprises. And yet the day-to-day work of product management remains largely misunderstood. In theory, product management is about building products that people love. The real-world practice of product management is often about difficult conversations, practical compromises, and hard-won incremental gains. In this book, author Matt LeMay focuses on the CORE connective skills—communication, organization, research, execution—that can build a successful product management practice across industries, organizations, teams, and toolsets. For current and would-be product managers, this book explores: Real-world tactics for facilitating collaboration and communication How to talk to users and work with executives The importance of setting clear and actionable goals Using roadmaps to connect and align your team A values-first approach to implementing Agile practices Stories that convey realities of product management in the field Common behavioral traps that turn good product managers bad

Capabilities for Communicating with Influence

Making Monitoring and Evaluation Systems Work

Getting your New Job Done

IT Manager's Handbook: The Business Edition

Managing in the Middle

Methodologies, Processes, and Tasks in Technology Product Management

My Pain Toolkit is for young people and teenagers living with persistent pain Does pain stop you from doing the things you enjoy? Do you struggle to understand

your pain? Do you want your pain to stop controlling you? If any of these questions are true then this toolkit is for you! My Pain Toolkit is a simple guide that gives you some handy tips and skills to help you to understand and manage pain better! "I loved My Pain Toolkit, as it wasn't talking at me, but just giving me some tips and ideas that others have used to manage their pain." F.N. Essex

"Our theater world is so much better with this book in it, and even better with Cary and Jay at the helm." -David Stewart, Director of Production for the Guthrie Theater The Production Manager's Toolkit is a comprehensive introduction to a career in theatrical and special event production for new and aspiring professionals, given by expert voices in the field. The book discusses management techniques, communication skills, and relationship building tactics to create effective and successful production managers. With a focus on management theory, advice from top production managers provide insights into budgeting, scheduling, meetings, hiring, maintaining safety, and more. Through interviews and case studies, the history and techniques of production management are explored throughout a variety of entertainment venues: theatre, dance, opera, and special events. The book includes references, tools, templates, and checklists; and a companion website contains downloadable paperwork and links to other useful resources such as unions, venues, and vendors.

The Effective Manager is a hands-on practical guide to great management at every level. Written by the man behind Manager Tools, the world's number-one business podcast, this book distills the author's 25 years of management training expertise into clear, actionable steps to start taking today.

Here Are the Tools to Achieve Project Management Success Buy both The Complete Project Manager and The Complete Project Manager's Toolkit and save \$18 at checkout by entering coupon code COMBO1. This companion to The Complete Project Manager provides the tools you need to integrate key people, organizational, and technical skills. The core book establishes that success in any environment depends largely upon completing successful projects; this book gives you the means and methods to meet that goal. The hands-on, action-oriented tools in this book will help you develop a complete set of skills—the right set for you to excel in today's competitive environment. The Complete Project Manager's Toolkit will enable you to implement the easy-to-understand, universal, powerful, and immediately applicable concepts presented in The Complete Project Manager. You may already be aware of what you need to do; this book supplies the how through: • Assessments • Checklists • Exercises • Examples of real people applying the concepts. Use these tested methods to overcome environmental, personal, social, organizational, and business barriers to successful project management! Although The Complete Project Manager can be used as a stand-alone book, it is designed to complement The Complete Project Manager: Integrating People, Organizational, and Technical Skills.

The Business Planning Tool Kit

The Librarian's Handbook

Project Manager's Toolkit

Lean Practices to Transform Your Finance Team

The Product Manager's Toolkit®

100 Tips and Techniques for Getting the Job Done Right

An resource for those wishing to understand the driving factors behind the operation of an adventure tourism company, this textbook offers guidance on how to deliver a profitable and sustainable product. The importance of changing markets, technology and corporate social responsibility, including environmental impacts and climate change, are discussed in the context of managing an adventure tourism firm. To remain profitable, companies must address these issues along with the important aspects of risk and safety. Key features include: - Case studies from successful professionals in the industry. - Consideration of the development of sustainable adventure tourism. - Guidance on managing products and customers."

"This book helps new and experienced leaders develop the skills they need to be more effective in everything they do. It brings together the 100 most important leadership skills--as voted for by 15,000 managers and professionals worldwide--into a single volume, providing an easy-access solutions manual for people wanting to be the best manager they can be. Each chapter details a related group of skills, providing links to additional resources as needed, plus the tools you need to put ideas into practice. Read beginning-to-end, this guide provides a crash course on the essential skills of any effective manager; used as a reference, its clear organization allows you to find the solution you need quickly and easily"--

Your one-stop guide to becoming a product management prodigy Product management plays a pivotal role in organizations. In fact, it's now considered the fourth most important title in corporate America—yet only a tiny fraction of product managers have been trained for this vital position. If you're one of the hundreds of thousands of people who hold this essential job—or simply aspire to break into a new role—Product Management For Dummies gives you the tools to increase your skill level and manage products like a pro. From defining what product management is—and isn't—to exploring the rising importance of product management in the corporate world, this friendly and accessible guide quickly gets you up to speed on everything it takes to thrive in this growing field. It offers plain-English explanations of the product life cycle, market research, competitive analysis, market and pricing strategy, product roadmaps, the people skills it takes to effectively influence and negotiate, and so much more. Create a winning strategy for your product Gather and analyze customer and market feedback Prioritize and convey requirements to engineering teams effectively Maximize revenues and profitability Product managers are responsible for so much more than meets the eye—and this friendly, authoritative guide lifts the curtain on what it takes to succeed.

The book provides a tool kit for managers tasked with raising performance and sustaining motivation. Organisations are being judged by the way in which they accommodate the needs of the individual in work and life-style terms. In this context, the 'smart' employer will not only be looking to develop policies that retain talent through recognising their work-life issues, they will be equipping their managers to manage that talent in ways which maximise the contribution that individual can make. The text introduces managers to techniques largely drawn from Brief Therapy (De Shazer & Berg). Brief Therapy is used in the UK, but

primarily by social workers, psychologists and counsellors. It's application to work settings is now growing. The attraction of a Solution Focussed approach to coaching is that it offers pragmatic tools that help managers structure helping conversations. The book presents the principles of solution focussed thinking in a language that is readily understandable by managers, and shows how those principles can be applied to a range of issues which managers may find themselves facing as willing or enforced coaches. The book places coaching as an activity which can be done as part of the daily process of management.

21 Things You Need to Know to Hit the Ground Running

DAU Program Managers Tool Kit

Tools and Techniques to Become an Outstanding Product Manager

DSMC Program Managers Tool Kit

IT Manager's Handbook

Client Management for Solicitors

The Stage Manager's Toolkit provides a comprehensive account of the role of the stage manager for live theatre with a focus on both written and verbal communication best practices. The book outlines the duties of the stage manager and assistant stage manager throughout a production, discussing not only what to do but why. The book identifies communication objectives for each phase of production, paperwork to be created, and the necessary questions to be answered in order to ensure success.

Health Sciences & Nutrition

Simplify and streamline your way to a winning legacy The Financial Controller and CFO's Toolkit is a hybrid handbook and toolkit with over 100 lean practice solutions and a wealth of practical tools for senior financial managers of small, mid-sized and large companies. This book outlines the mindset of paradigm shifters relevant to future-ready finance teams, and contains guidelines on how to become an effective change leader. Guidance from world leading expert David Parmenter provides the insight and tools you need to reach your true leadership potential and achieve more for your organization. Packed with templates and checklists, this book helps you adhere to the best practices in reporting, forecasting, KPIs, planning, strategy, and technology. The companion website—a complete toolbox for positive, entrenched change—gives you access to additional resources that reinforce The Financial Controller and CFO's Toolkit strategy. This new second edition has been updated to reflect the latest practices and technology to streamline your workflow and get more done in less time—without sacrificing quality or accuracy. As an all-in-one resource for the CFO role, this book provides a clear, practical strategy for demonstrating your value to your organization. Selling and leading change effectively Get more accurate information from your KPIs Attracting, recruiting and retaining talented staff Invest in and implement new essential tools Investing wisely in 21st century technologies Report the month-end within three days, implement quarterly rolling forecasting, complete the annual plan in two weeks or less, and bring your firm into the 21st century with key tools that get the job done. Be the CFO that your organization needs and the leader that your teams deserve. The Financial Controller and CFO's Toolkit gives you everything you need to achieve more by doing less.

Contains graphic summary of acquisition policies and managerial skills frequently required by DoD program managers.

Designing for Growth

Your Complete Guide to Making it Happen

The Production Manager's Toolkit

The 13 Skills Managers Need to Succeed

Mind Tools for Managers

My Product Management Toolkit

'The Project Manager's Toolkit' provides a quick reference checklist approach to drive an IT development project as well as solve issues that arise in the process. It can set a project on the right course and reactively for solutions to problems. It will: * help identify what needs doing next on an IT project * provide quick reference 'to-do' throughout the lifecycle of an IT project * answer the need for material that can be used to quality-check project deliverables It has been designed so that those on the front line facing a problem can pick up the book, turn to a relevant checklist and use it as a "starter-for-ten" to find a solution. For example, how to analyse data for a data-conversion project to measure the quality of a project deliverable. 'The Project Manager's Toolkit' therefore provides a fast way to reduce an insolvable problem/issue to a set of smaller, manageable issues. Essential tools busy managers need to get the best out of their teams and people People who manage people face a number of challenges, from keeping workers engaged at a high level to dealing with absenteeism and bad behaviour in the workplace. In The People Manager's Toolkit, leadership and people management specialist Karen Gately provides practical tools for optimising staff performance and dealing with a wide variety of "people issues." Avoiding all human resources jargon and complicated management theory, this straightforward how-to guide shows you practical everyday solutions to common problems. You'll learn to effectively leverage the tools to improve business results, win the hearts of your people, getting people to do more than just the bare minimum, deciding on appropriate financial incentives, or any other issue that involves people and those who lead them. V

regarded founder of Ryan Gately, the specialist consulting practice on human capital management based in Melbourne, Australia Features practical, effective advice for solving almost any people problem at work Includes real-world case studies that showcase the book's tools and tips in action Whether you just need a little help keep or you've got so many problems that you don't even know where to start, The People Manager's Toolkit gives you the strategies and solutions you need to solve virtu "Making money through real estate investments isn't as simple as buying up property and hoping for the best -- you have to know what you're doing. The fact is, how directly affects how profitable it will be. The Property Management Tool Kit goes beyond the basics, giving you all the guidance you need to successfully manage your pitfalls, and make a profit. You'll find out how to: * Add value to your property, including which improvements to make or avoid * Address legal concerns, tenant issues and maintenance * handle monetary factors such as cash flow, record-keeping, and rent collection * Expand your portfolio and establish financial goals * Hire a team, p and use advertising In addition, you'll find helpful management tools: a market survey; rental criteria; and sample documents and forms, including a rental application, a screening card, rules and regulations, renewals, a vacancy report, a maintenance log, and much more. Practical and informative, this is the one book you need to succe properties."

Resolve any HR issue in a snap! Solving office problems before they escalate marks the difference between success and failure for any HR professional. The HR Toolkit need to resolve every imaginable challenge— saving your company time and money. With a handy indexed listing of the most common workplace conflicts and solutions offers simple, actionable techniques you can start using right away. In no time, you'll be an expert on every issue and situation you face, including: Conflict resolution l management Job design Employee selection Workplace culture Codes of ethics Medical leave Fair labor standards Workplace Violence and Bullying Competitive Corpora HR Toolkit packs everything you need into one handy volume to help you increase both productivity and your company's bottom line by solving problems with diplomac The HR Toolkit "Dozens of sample memos, policies, training aids, exercises, checklists and more that readers can use immediately for a wide range of HR tasks. Author an HR professional for more than 14 years, does more than offer sample documents and review laws relevant to HR. She urges HR professionals to be "credible activists willing—and well-trained enough—to point out when their companies are violating laws or just handling things improperly through inadvertent errors. She also address worries—including advising them on coping with workplaces that devalue HR. " —SHRM/HR Magazine

100 Ways to be a Better Boss

The New Influencing Toolkit

Product Management For Dummies

The Effective Manager

Coaching to Solutions

A Practical Guide to Getting the Best From People

Manager's Toolkit: The 13 Skills Managers Need to Succeed Zeroing in on the specific skills that make great managers stand out from the pack, this comprehensive guide is both an essential primer for new managers and a valuable resource for seasoned executives. From hiring and retaining good people to motivating and developing team members, from understanding key financial statements to delegating work effectively, and from setting goals for others to managing your own career, this actionable guide walks readers through every aspect of managing in a complex business world. Filled with practical tools and tips, this essential toolkit will help managers to stay at the top of their game. The Harvard Business Essentials series is for managers at all levels but is especially relevant for new managers. It offers on-the-spot guidance, coaching, and tools on the most relevant topics in business. Each book includes the critical information that managers need on a given topic—from budgeting to hiring to communication to strategy—and offers interactive tools and worksheets that translate advice into action. Providing ready answers to day-to-day issues, these guides make sound, trusted mentoring advice available whenever managers need it. Other Books in the HBE Series: Managing Change and Transition Hiring and Keeping the Best People Finance for Managers Business Communications Innovation Negotiation

Zeroing in on the specific skills that make great managers stand out from the pack, this comprehensive guide is both an essential primer for new managers and a valuable resource for seasoned executives. From hiring and retaining good people to motivating and developing team members, from understanding key financial statements to delegating work effectively, and from setting goals for others to managing your own career, this actionable guide walks readers through every aspect of managing in a complex business world. Filled with practical tools and tips, this essential toolkit helps managers to stay at the top of their game.

Shifting priorities, budget cuts, unexpected interruptions . . . The obstacles that project managers face on a daily basis are sometimes relentless and always burdensome. And the average project is only growing more complicated! Now in its third edition, The Project Management Tool Kit is a must-have strategic partner for project managers of every industry, filled with step-by-step guidance that will enable managers to complete even the most complex projects both on time and on budget. This results-oriented resource offers 100 powerful, practical tips and techniques in a variety of areas, including: • Scope planning • Schedule development and adjustment • Cost estimating and control • Defining and using project metrics • Decision-making and problem solving • Motivation and leadership • Stakeholder engagement and expectation

management • Risk identification and monitoring • And much more Extensively updated and revised to reflect the latest changes to A Guide to the Project Management Body of Knowledge (PMBOK® Guide), the checklists, charts, examples, and tools for easy implementation in this invaluable resource will help project managers of all types tackle any challenge that comes their way.

Outlines the popular business trend through which abstract ideas are developed into practical applications for maximum growth, sharing coverage of its mindset, techniques and vocabulary to reveal how design thinking can address a range of problems and become a core component of successful business practice.

Adventure Tourism and Outdoor Activities Management

The Team Coaching Toolkit

Manager's Toolkit

55 Tools and Techniques for Building Brilliant Teams

The Stage Manager's Toolkit

The New Manager's Tool Kit

Novice managers have their work cut out for them: all new skills to learn, different personalities to deal with, and greater responsibilities to fulfill. In The New Manager's Tool Kit, authors Don and Sheryl Grimme provide a fresh, friendly approach to tackling the challenges of management and leveraging your new position to help your organization succeed. This go-to guidebook provides readers with fast, powerful lessons to help them: increase productivity; unlock hidden talent; work with different types of people; communicate effectively; diagnose problems; coach both good and problematic employees; encourage teamwork; avoid burnout; eliminate conflict; and nurture the next generation of managers. With lessons covering both basic management skills as well as more advanced leadership tactics and bonus tips to help managers overcome the most difficult leadership challenges, this book provides those charged with managing and leading others the tools and real-world knowledge they need to succeed and open themselves up for further advancement.

Why are some products a hit while others never see the light of day? While there's no foolproof way to tell what will succeed and what won't, every product has a chance as long as it's supported by research, careful planning, and hard work. -Written by successful product manager Marc Abraham, My Product Management Toolkit is a comprehensive guide to developing a physical or digital product that consumers love. Here's a sample of what you'll find within these pages: Strategies for determining what customers want—even when they don't know themselves Clear suggestions for developing both physical and digital products Effective methods to constantly iterate a product or feature Containing wisdom from Abraham's popular blog, this book explores product management from every angle, including consumer analysis, personnel management, and product evolution. Whether you're developing a product for a small start-up or a multinational corporation, this book will prove invaluable. Without influence, managers are ineffective. In today's workplace, managers need to influence up, down and increasingly, sideways as organizations become less hierarchical. This book is expertly designed to diagnose and develop managerial influence, focusing on four key strategies: investigating, calculating, motivating and collaborating.

Leadership for Excellence

A Real-World Guide to the Key Connective Role of the 21st Century

A Capacity Development Toolkit

The Project Management Tool Kit

The Financial Controller and CFO's Toolkit

A Design Thinking Tool Kit for Managers