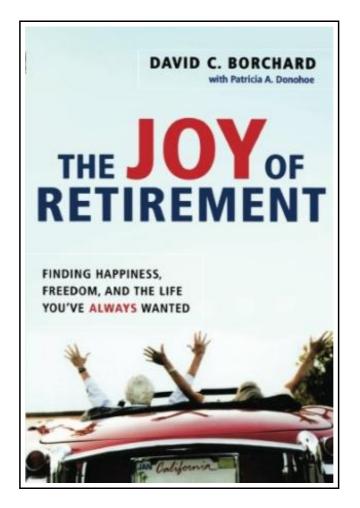
## The Joy of Retirement: Finding Happiness, Freedom and the Life You ve Always Wanted (Paperback)



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## Reviews

It is really an awesome ebook that we actually have actually study. It can be loaded with wisdom and knowledge Once you begin to read the book, it is extremely difficult to leave it before concluding. (*Mr. Coleman Ortiz*)

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Amacom, United States, 2008. Paperback. Book Condition: New. 226 x 152 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*. As a new manager, you ve got your work more than cut out for you: all new skills to learn, different personalities to deal with, and greater responsibilities to fulfill. The New Manager s Tool Kit arms you with the fast, practical advice you need to: increase productivity; unlock hidden talent in your people; work with different types of employees; communicate effectively with your reports; diagnose problems; coach good or problematic employees; turn on teamwork; avoid burnout; eliminate conflict; and, even nurture the next generation of managers! You II learn how to understand and work with fundamental personal and interpersonal components of your job including attitude, assertiveness, and managing stress and anger. You ll also discover powerful techniques for mentoring and motivating employees, optimizing performance, and encouraging positive and productive communication. In addition, the book covers issues of special relevance to today s workplace, such as retention, diversity, rapid or unexpected change, different generations in the workforce, disabilities, harassment, workplace violence, and more. Ranging from basic skills to those more advanced, The New Manager's Tool Kit helps you take on the many challenges of management without missing a beat, offering you advice, encouragement, and practical, no-nonsense methods for immediately succeeding in your new role. Useful at every level of an organization, it is a practical and comprehensive guide to becoming a skilled manager of people. (Peter Schwartz, Chairman, Monitor Global Business Network, and author of The Art of the Long View Don Sheryl Grimme are co-owners of GHR Training Solutions). They train companies and government agencies, including Pfizer, AOL, Nestle-Purina, NASA, and the Veterans Administration, and speak at national conferences. Based in South Florida, the Grimmes travel...

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