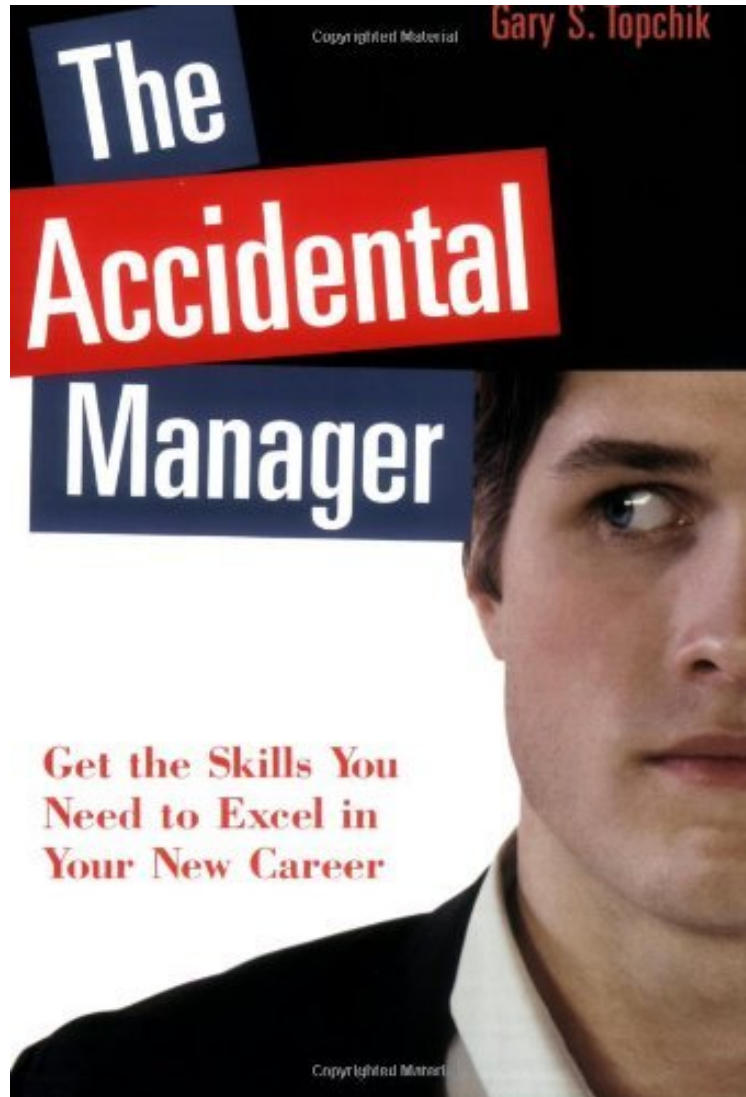


[Download] The Accidental Manager: Get the Skills You Need to Excel in Your New Career

The Accidental Manager: Get the Skills You Need to Excel in Your New Career

Gary S. Topchik

ePub | *DOC | audiobook | ebooks | Download PDF



DOWNLOAD



+

READ ONLINE

#1593169 in eBooks 2003-08-29 2003-08-29 File Name: B000S1L40Q | File size: 77.Mb

Gary S. Topchik : The Accidental Manager: Get the Skills You Need to Excel in Your New Career before purchasing it in order to gauge whether or not it would be worth my time, and all praised The Accidental Manager: Get the Skills You Need to Excel in Your New Career:

0 of 0 people found the following review helpful. very good summary for a manager, young or old By GeoFit's been a few years since I've read this, but I still fondly recall the great advice. I've bought multiple copies to give to managers at client companies to sharpen their focus. I've even given it to 'experienced' managers who want to know more about the manager part of their role. 0 of 0 people found the following review helpful. Mandatory, especially if new to

managementBy J.IlogThe 5 star reviews are correct, particularly the latter half of the one by Manish Malik (January 19, 2007).This book is outstanding, as it gives many practical ideas to develop your team members through delegation and training, improving your active listening skills, improving your ability to give and receive feedback, being able to create a motivational climate and how organizations can turn an accidental manager into successful ones.At the end of the book, there is a self test to help one ascertain how successful he/she is or can be at being a manager.There are summaries of the ideas presented at the end of chapter.With over 100 concepts that I wrote down for this review, I will provide a few here:On giving positive feedback: "In many organizations, managers are hesitant to give positive feedback. They do not see their managers or their colleagues giving it, so they don't either. Effective managers need to break this cycle and give their team positive feedback when they deserve it. Giving positive feedback is quick, easy to do, and doesn't cost anything. It is a great business strategy. Positive feedback builds trust and a constructive working relationship between manager and team member. It is also one of the best motivators. Positive feedback has a ripple effect. When a manager gives someone positive feedback it makes that person feel good. When people feel good, they treat others better and often take the time to praise someone else."On fair treatment: "...is an intangible motivator. It cannot be seen or purchased. However, it is real. If the organization and managers treat their team members consistently with regard to policies, standards, rules and behaviors, they will create a workplace environment of caring. When team members feel cared for, their loyalty and trust increase. When this happens, they will want to be motivated."On a manager's role: "... is to build the self-worth of each team member fairly. Self-worth comes from being recognized for achievements, being able to work both independently and interdependently, having interesting work to do, and have the opportunity for advancement. Finally, managers who have a positive attitude and create a fun atmosphere stand a better chance of fostering a motivated environment."pp.17-34 lists off 10 bad manager types and gives a case study to explain each of them.pp.49-63 provides insights into the productivity stages of an employee.pp.64-69 gives insights into training and developing: the two supportive skills of developing others.pp.83-97 gives ideas on how to become a better active listener.pp.109-121 gives ideas on how to provide and receive constructive feedback.pp.130-132 lists off 8 positive attitude competencies techniques for maintaining a positive attitude.pp.133-155 provides the 3 components of a motivational environment (Hint: It's the organization, the organization and its managers, the managers)pp.156-157 lists off 15 ways to make work fun.pp.159-160 lists off the consequences of the organization's productivity profitability if a poor manager's behavior isn't rectified.1 of 1 people found the following review helpful. Interesting. Useful. Don't miss it.By Manish MalikI am no accidental manager. Well, not a manager anyways.I found this book in the hands of a colleague who is on his way to becoming a manager. Flipped a few pages, and said "hmm... interesting". Later I grabbed a chance to read this book myself.Have you read the joke about a kid reading "Good Parenting" book? When his parents told him it was not the right time for him to read such a book, he replied with "But I'm checking if you're bringing me up the right way."I wanted to check the same thing. (I'm kidding).Anyways, on to the book. I found this a good read. I mean two things:1) I didn't get bored. I actually managed to read all of it.2) It taught me something useful.There is a lot of management common-sense scattered around in books. This book brings some of that common-sense together in an interesting, easily digestible way. It tells you about the common fallacies of new 'accidental' managers, and lists recommendations on how to behave to avoid getting into those traps. It was fun to relate many characteristics to people you typically find in the industry (I am not referring to a specific industry here - it just applies to a lot of them). Another note - it's not just for 'accidental managers', but for every person who has been in a people management/leadership role and thinks he/she could improve.I know many people who would certainly benefit from this book, and I am going to recommend it to them. I am surprised why this book isn't as popular yet as it should have been. Thanks to those who recommended it to my office's library though.I'm giving this book a 5-star because it delivered what it promised - nothing more, but nothing less too.

Topchik shows readers who never expected to supervise others how to take on their first managerial responsibilities. The book gives even unenthusiastic new managers the advice they need to make the most of their new roles. From developing a productive team, to delegating work, to giving and receiving feedback, the book shows how to leave the ranks of the "accidental" and become a good manager with a promising career.