



How To Say It for First-Time Managers: Winning Words and Strategies for Earning Your Team's Confidence

Jack Griffin

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An all-new guide to help first-time managers and supervisors develop effective communication skills for leading and inspiring their staff.

From the author of *How to Say It(r) at Work*, a one-stop communication primer for anyone in a management position for the first time. Covering everything from delegating, planning and running meetings, and mentoring, to building a team and motivating subordinates, this is the perfect reference for anyone who wants to put their best foot forward as they climb the ranks. Topics include:

?Building leadership vocabulary

?Establishing ground rules

?Projecting credibility

?Avoiding day-one mistakes

?Handling crises and criticism

?Motivating and inspiring

?Making meetings work

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