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Managerial skills 5

Top Management

Skills: How to Be a

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Learning How Not
to Manage People

30 MOST Beautiful
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business

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Whetten/Cameron
teaches students
the ten essential
skills all managers
should possess in
order to be
successful.

"Developing Manag
ement"Skills"" , "
7/e, " begin each
chapter, starting
with the PAMS

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assessment in the introduction, allowing students to see which skills they need to focus on more. It shows students with little work experience that most managers struggle with one or more skills presented in the book.

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For undergraduate
and graduate level
Management Skills,
and Organizational
Behavior courses,
as well as for
Executive
Education for
beginning through
mid-level
managers and
professionals. This
text's engaging and
practical, yet

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research-based
style is designed to
help students
achieve the
success they
desire. Specifically,
the ideas, tools,
and techniques
help students
enhance their
effectiveness
(ability to achieve
results), career
potential (e.g.,

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marketability, salaries, promotions, job satisfaction and job choice), and general well-being (e.g., happiness, health, work-life "balance"). As with the first edition, this second edition is based on the compelling assumptions that

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(1) IQ is not a big predictor of success and (2) the most successful

people work smarter, not only harder, than less successful people.

Students appreciate this book not only because it is written in an engaging and

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practical style, but because it provides them with many tools that will help them work smarter immediately, as well as in the long term. Instructors appreciate this book because it effectively translates solid research into concepts and tools

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that students find
interesting and
immediately useful.

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