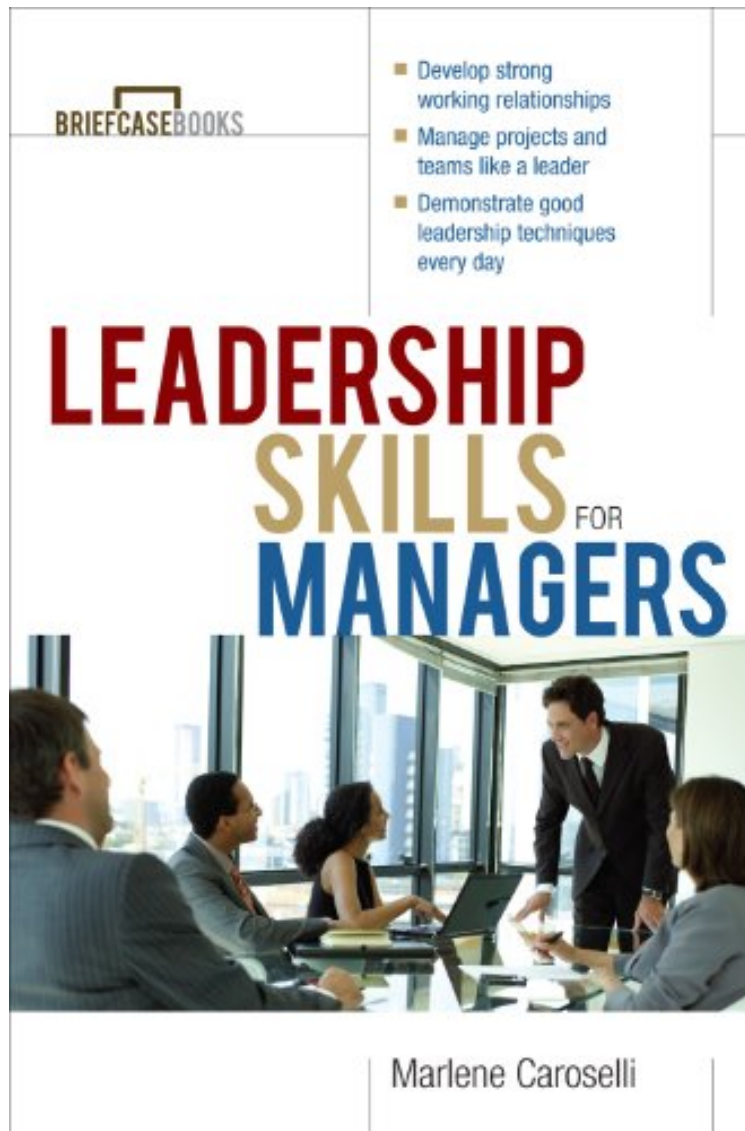


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Leadership Skills for Managers is an in-depth exploration of the abilities and qualities of a leader (as opposed to just a manager). Leadership attributes such as problem-solving, team-building, and communication are analyzed. Tools, techniques, and real-life examples help the reader develop a plan of action for transforming a vision of leadership into an implementable reality.

From the Back Cover Specific Techniques to Move Beyond Management and Acquire the Skills and Demeanor of a True Leader Leaders in today's no-limits business environment must do more than simply facilitate. They must effect positive change in both operations and employees the proactive change necessary to propel their organizations forward! Leadership Skills for Managers is a hands-on, systematic examination of the specific skills and tools vision, problem-solving, communication, distribution of power, and other that must be in place before one can climb the ladder from management to leadership. Let this no-nonsense guide show you how to develop the expertise, strategies, and courage to: *Exhibit the poise and presence required to "get others to march" *Step outside the status quo to visualize and implement true improvements *Cultivate valuable professional bonds via benchmarking and community networks You've done well in your career as a manager. Now it's time to boost yourself to the next level. Leadership Skills for Managers shows you how to achieve the skills and self-confidence of a leader and maximize both your accomplishments and career success in today's global corporate arena. Briefcase Books, written specifically for today's busy manager, feature eye-catching icons, checklists, and sidebars to guide managers step-by-step through everyday workplace situations. Look for these innovative design features to help you navigate through each page: Clear, concise definitions of important terms and concepts Tips, tactics, and best practices for learning to lead How-to hints for leadership in a variety of situations Practical advice to minimize damaging leadership errors Warning signs for which leaders must constantly be on guard Case studies and examples of effective leadership in action Procedures and techniques to correct specific problems About the Author Marlene Caroselli (Rochester, NY) is a successful author and frequent contributor to leading business publications including Stephen Convey's Executive Excellence.