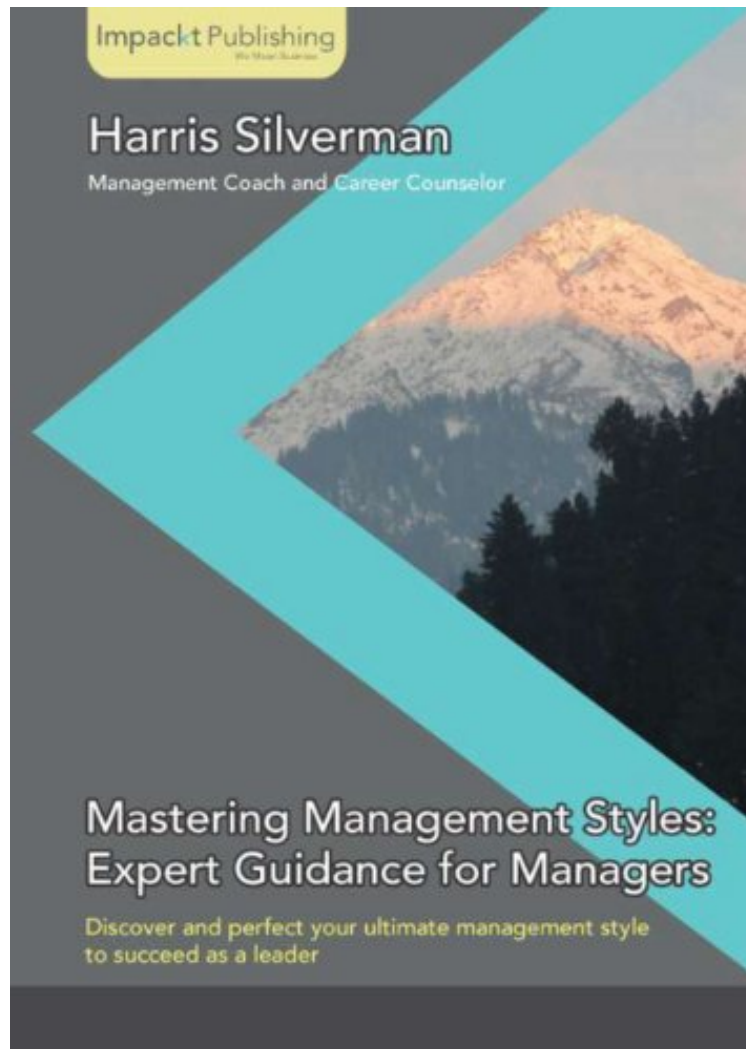


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Mastering Management Styles: Expert Guidance for Managers

Harris Silverman

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and experienced managers. Although it is a quick read, it really does boil things down to the essence. I really enjoyed the style of defining each of the attributes along the spectrum and the advice on what each is and how to use it. If you are a new manager or an experienced manager that needs a refresher determining your style and how to apply it, then this is a great book to have on your shelf.

In DetailThe way you choose to interact with your employees is a critical influence on your success as a manager, as well as determining the quality of your employees' work and the tone of your office. Your superiors will make note of how you handle matters of management, and so will your employees. Many managers, especially when they are new to the role, can find themselves struggling and reacting blindly to situations rather than calmly choosing the correct management style. It's essential that you be well equipped to handle your role as a manager. This handy guide takes you through the various elements of management style, and shows you how to decide on the best approach to take in a variety of situations and with different types of employee. Drawing on years of management expertise, it will enable you to bring out the best in your employees. **Mastering Management Styles** looks at the various components of management style and shows you how to combine them in the way that best suits each type of situation you'll face. When should you be consultative with your employees? When should you be directive? How much coaching should you offer them, and how should you do it? How do you balance the interests of your employer with those of your employees? How do you distinguish between different types of employee? All of these topics are covered in this practical instruction manual for managers, providing you with a go-to set of analytical tools and hands-on strategies that will make you a much more effective and successful manager. **Approach** Through insider advice, handy tips and real-life case studies, you'll be quickly on your way to management success. Each chapter will take you through a key element of management style, the impact it can have on your employees, potential traps and pitfalls to avoid, and will round up by applying the technique to the case study so that you can get a feel for how your management choices could play out. **Who this book is for** Whether you're feeling the pressure of your management role or simply unsure how to bring out the best in each of your employees, this is the instant toolkit you need for management success.

About the Author Harris Silverman Harris Silverman is a Management Coach and Career Counselor who works on the development of management skills, career planning, and career advancement with both corporations and individuals. He has extensive experience in employee development in both the public and private sectors, and holds an MBA and a Bachelor of Education degree, in addition to a BA. He is available for consultation both by telephone and in person, worldwide. He is based in Toronto, Canada. For more information about Harris and to read his blog, please visit www.HarrisSilverman.com.