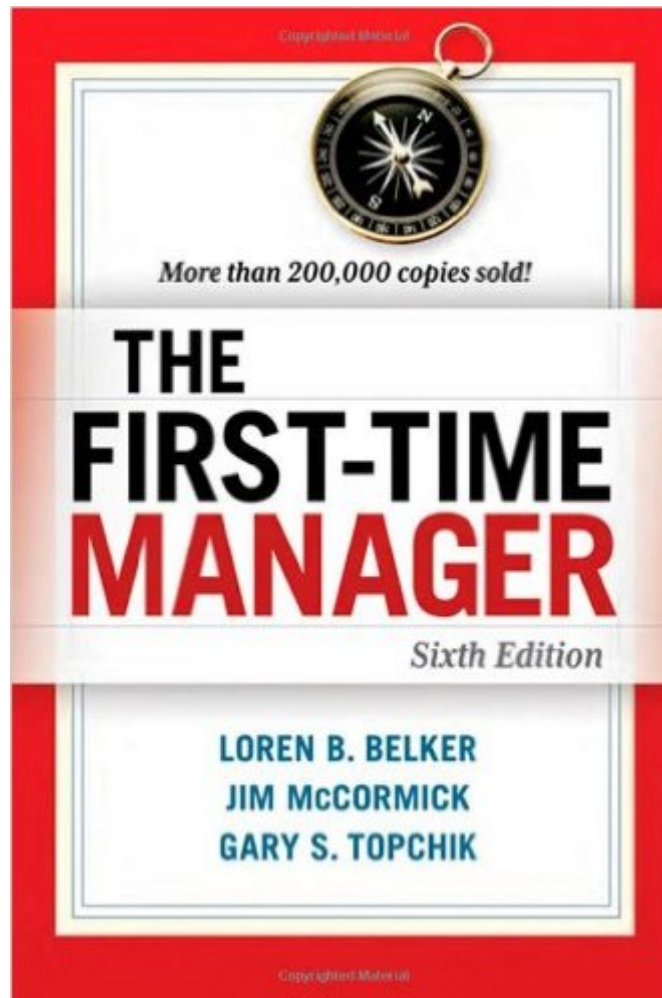


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# The First-Time Manager



## Synopsis

What's a rookie manager to do? Faced with new responsibilities, and in need of quick, dependable guidance, novice managers can't afford to learn by trial and error. The First-Time Manager is the answer, dispensing the bottom-line wisdom they need to succeed. A true management classic, the book covers essential topics such as hiring and firing, leadership, motivation, managing time, dealing with superiors, and much more. Written in an inviting and accessible style, the revised sixth edition includes new material on increasing employee engagement, encouraging innovation and initiative, helping team members optimize their talents, improving outcomes, and distinguishing oneself as a leader.

## Book Information

Paperback: 240 pages

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Product Dimensions: 0.8 x 6 x 9 inches

Shipping Weight: 13.6 ounces (View shipping rates and policies)

Average Customer Review: 4.3 out of 5 stars [See all reviews](#) (91 customer reviews)

Best Sellers Rank: #4,606 in Books (See Top 100 in Books) #4 in [Books > Business & Money > Management & Leadership > Management Science](#) #93 in [Books > Business & Money > Management & Leadership > Management](#)

## Customer Reviews

I was recently promoted to manager and thought that this would be a good intro book, to get my head in the game related to managing people. I had already been acting as a lead and my manager had been handing me various items to manage so I was beginning to be prepared for the job full time. First impression: What I have found is that a lot of the information in this book really is just common sense and being a good person. I think that that book is a good resource for getting you thinking in the right direction from the get go, but it is not going to be a good resource long term for any sort of management methods or philosophies. What I think I have learned: It MIGHT be a book I refer back to from time to time just to validate that I am sticking true to "the path of good management", but there will be many more things that I can and will learn from my tenure as a manager, management mentors/colleagues and from other books that I will eventually read. Overall

impression of this book: I go believe that this is a good book to have read. It is going to help point me in the right direction. It is going to help me with bringing lots of little details into focus. All of these things I already knew a little bit about... or knew were things that I needed to be aware of. This book just helps to bring them together in a more specific point of view. Conclusion: I will say this. If you have read one or two 'new manager' types of books you are probably done. No need to read another. I say this because I am currently also reading "The New Boss: How to Survive the First 100 Days, by Peter Fischer", and so far half way into that book a lot of the information is much the same.

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