New Book Mind Tools for Managers Teaches Bosses the 100 Skills They Need to Effectively Lead

Today's managers want and need more training than they usually get. That's why the new book Mind Tools for Managers is so timely. It allows managers to access customized, ongoing training—based on proven best practices selected by a wide range of experts—to master the skills that every great boss must possess.

Managers have always been incredibly valuable to a company's success. They influence and establish your organization's culture, engage employees and empower them to do their best work, and drive innovation and productivity. And at times like these, when the economy is gathering steam, they're even more important. They must manage workflow in a way that accommodates the abundance of projects pouring in and lead in a way that keeps talented team members from pursuing new opportunities.

And yet, despite how important they are, companies rarely invest in them like they should. Typically, fewer training dollars are earmarked for them than for leaders at other levels. As a result, many managers struggle to do their jobs effectively.


The authors say the most effective managers are able to inspire people with a compelling soft-skill set and stay on top of the practical details to enable the team to reach its goals. No single strategy or tool can make that happen, which is why this comprehensive, go-to resource offers the 100 most important management and leadership skills you need to be a great boss.

These skills—arguably the most important a manager or leader can master—were identified in a survey of 15,242 managers and professionals worldwide. This research was conducted by James Manktelow, founder and CEO of MindTools.com, and Professor Julian Birkinshaw, deputy dean for programs at London Business School.

Each chapter provides succinct, step-by-step explanations of each skill, along with links to expanded coverage and self-guided exercises on the MindTools.com website. This convenient format allows you to quick-reference every proficiency in order to find the tool you need without spending too much time researching individual techniques.

There's no "quick fix" for becoming a better boss, and one-time, one-size-fits-all training is typically ineffective. That's why Mind Tools for Managers allows customized, ongoing training focusing on each manager's weak spots.

If you are a manager, read this book and you will:

- Build your individual skill set of confidence, playing to your strengths and maintaining a productive mindset—all while managing...
your big picture of time management, personal health, and career goals.

- Flawlessly get things done with the research-based collection of dependable tools for solving problems, making smart decisions, and fueling your team’s creativity and innovation.
- Understand the science behind human motivation and behavior in order to hire, develop, and sustain high-performing teams.
- Get a bird’s-eye view of your company’s place in the industry, brand yourself within your organization, and discover opportunities to drive change.

Even though managers don’t always get adequately trained for the job, you can take charge of your own growth and development and become the type of boss who really makes a difference in your organization. *Mind Tools for Managers* helps you hone your strengths, brush up on skills you haven’t quite mastered, and even tackle skills that challenged you in the past. In short, you can become the kind of manager any employee would consider himself or herself fortunate to have.

# # #

**About the Authors:**


James Manktelow is founder and CEO of MindTools.com. He has written, edited, and contributed to more than 1,000 articles, more than sixty workbooks, and seven books and e-books on management and leadership, including *Manage Your Time* and *Manage Stress*.

Julian Birkinshaw is professor of strategy and entrepreneurship, deputy dean for programs, and academic director of the Institute of Innovation and Entrepreneurship at the London Business School. He is the author of fourteen books, including *Fast/Forward*, *Becoming a Better Boss*, and *Reinventing Management*.

**About the Book:**


**Language:**

English