

It's Okay to Be the Boss: Participant Workbook

By Bruce Tulgan

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A companion to the dynamic It's Okay to Be the Boss: The Management Workshop, this Participant Workbook is a hands-on resource that will help you learn how to overcome the common obstacles to becoming an engaged manager. You will gain a clear understanding of which management challenges can be controlled, along with tips and techniques for effectively controlling them. You will also discover the proven strategies for working around issues that cannot be avoided or controlled.

The It's Okay to Be the Boss: The Management Workshop leads you through a series of eight back-to-basics techniques that clearly show how to develop the skills that will enhance your management abilities and help you

- Build relationships of trust and confidence with employees
- Delegate tasks, responsibilities, and projects
- Keep employees focused and moving in the right direction
- Increase productivity, quality, retention of high-performers, and turnover among low-performers
- Sharply reduce waste, inefficiency, errors, down-time, and conflict among employees

It's Okay to Be the Boss: The Management Workshop will help you incorporate into your daily routine the time-tested management techniques that spell success—tracking employee performance, correcting failure, and rewarding success.

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Editorial Review

From the Back Cover

If you are a supervisor of a small team of employees or a manager of a large complex department, *It's Okay to Be the Boss* workshop will give you the information and tools you need to become a great boss who is highly-engaged when leading, managing, and supervising your employees.

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Step by step the *It's Okay to Be the Boss: The Management Workshop* leads you through a series of eight back-to-basics techniques that clearly show how to develop the skills that will enhance your management abilities and help you

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About the Author

Bruce Tulgan is the founder of Rainmaker Thinking Inc., a research and management training company based in New Haven, Connecticut. He is internationally recognized as a leading expert on leadership and performance management. He is an advisor to business leaders all over the world, the author or coauthor of seventeen different books including the classic *Managing Generation X* and the recent best-seller *It's Okay to Be the Boss*. He is a sought-after keynote speaker and seminar leader.

Users Review

From reader reviews:

Colleen Holden:

What do you with regards to book? It is not important to you? Or just adding material if you want something to explain what your own problem? How about your spare time? Or are you busy individual? If you don't have spare time to try and do others business, it is give you a sense of feeling bored faster. And you have free time? What did you do? Every individual has many questions above. They should answer that question due to the fact just their can do in which. It said that about publication. Book is familiar in each person. Yes, it is proper. Because start from on pre-school until university need that *It's Okay to Be the Boss: Participant Workbook* to read.

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