



# Managing For Dummies

*Bob Nelson, Peter Economy*

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**The fast and easy way to learn how to manage people, projects, and teams**

Being a manager can be an intimidating and challenging task. Managing involves teaching new skills to employees, helping land a new customer, accomplishing an important assignment, increasing performance, and much more. The process of management can be very challenging at times, but it can also bring you a sense of fulfillment that you never imagined possible.

*Managing For Dummies, 3rd Edition* is perfect for all levels of managers. This clearly written, easy-to-understand guide gives you practical advice on the most important aspects of managing, such as delegating as opposed to ordering, improving employees' performances, getting your message across, understanding ethics and office policies, team building and collaboration, and much more.

- Tips and advice for new and experienced managers
- All-new chapters on employee encouragement and corporate social responsibility
- Guidance on managing employees by leveraging the power of the Internet

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