



# The Everything Managing People Book: Quick And Easy Ways to Build, Motivate, And Nurture a First-rate Team (Everything®)

*Gary R. McClain, Deborah S. Romaine*

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Whether you're a first-time manager or a seasoned professional, you know that a motivated, productive, and fulfilled team is your most important asset. Completely updated and revised, *The Everything Managing People Book, 2nd Edition* arms you with all you need to create a winning team, including straightforward advice on hiring and firing, leadership, delegation, and effective feedback.

This new edition contains updated information on:

- Changes in today's business world
- New laws and regulations
- The latest in office technology
- Telecommuting and job sharing

Filled with practical tips and innovative strategies, *The Everything Managing People Book, 2nd Edition* helps you get the best out of your employees by providing the motivation and support they need to perform at their best. This hands-on, informative book serves as a desk reference you'll turn to again and again to find valuable information on leading an effective team and succeeding as a manager.



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