

## The Truth About Managing Effectively (Collection)

Cathy Fyock, Martha I. Finney, Stephen P. Robbins, Leigh Thompson



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**The Truth About Managing Effectively (Collection)** Cathy Fyock, Martha I. Finney, Stephen P. Robbins, Leigh Thompson

A brand new collection of state-of-the-art management skills and techniques

Master today's most valuable management skills! Get hundreds of bite-size, easy techniques for hiring, collaboration, motivation, negotiation, and much more!

Moving into management? Moving up in management? To compete and succeed, you need today's best skills for managing, motivating, and collaborating with others. That's exactly what you'll find in this extraordinary 4 book package. Build a great team with Cathy Fyock's *The Truth About Hiring the Best*: discover how to identify the best, reach them, recruit them, and choose among them! Cathy Fyock presents 53 bite-size, easy-to-use hiring techniques for finding hidden sources of talent... making great people want to work for you... asking the right questions... listening for the right answers... hiring like your organization's future depends on it, because it does! Next, get the best from the people you have, with the latest version of Martha Finney's classic, The Truth About Getting the Best from People . Finney's expanded and improved Second Edition offers 60+ proven principles for achieving employee engagement practically 100% of the time. She's added more than 15 brand-new truths for managing virtual teams, becoming more persuasive, overcoming unconscious biases, identifying and cultivating individual high performers, and more. Then, optimize your management effectiveness with Stephen P. Robbins's The Truth About Managing People, Third Edition: 61 real solutions for the make-or-break problems faced by every manager. Learn how to overcome the real obstacles to teamwork... why too much communication can be as dangerous as too little... how to improve hiring and employee evaluations... how to heal "layoff survivor sickness"... how to manage a diverse culture, and lead effectively in a digital world. This edition is packed with new truths, including: how to nurture friendlier employees, manage a diverse age group, and lead ethically in tough times. Finally, in *The Truth About Negotiations*, Leigh L. Thompson teaches 46 proven negotiation principles: quick, easy ways to become a world-class negotiator. You'll learn how to prepare for a negotiation within one hour... negotiate with people you hate (or love)... clearly identify your "best alternative" if a deal isn't possible... use reason, respect, and reciprocity to extract a deal's maximum potential value... create win-win solutions... establish enduring relationships. From hiring to motivation, negotiation to collaboration, this collection gives you hundreds of new best practices and skills for worldclass management and leadership!

From world-renowned management and HR experts Cathy Fyock, Martha I. Finney, Stephen P. Robbins, and Leigh Thompson



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