



## Manager's Pocketbook (5th)

By John Townsend

Management Pocketbooks. Paperback. Book Condition: new. BRAND NEW, Manager's Pocketbook (5th), John Townsend, The Manager's Pocketbook is aimed at team leaders, supervisors and people managers of all levels. The 5th edition of this popular title in the Pocketbook Series will be published in March 2014. Using the acronym POLCA, the pocketbook teaches the five essential management skills: 'P' for 'planning'; 'O' for 'organising'; 'L' for 'leading'; 'C' for 'coaching/correcting'; and, 'A' for 'achieving'. There is a separate chapter on each of these five skills, preceded by an overview of the manager's role. The Manager's Pocketbook is extensively illustrated and concisely presented, reflecting the lively, right-brained approach that author John Townsend has developed throughout his long career in helping managers excel and deal with the many challenges they face.



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### Reviews

*Good eBook and helpful one. It really is written in straightforward words and phrases and never confusing. I am just effortlessly could possibly get a enjoyment of looking at a published book.*

*-- Romaine Rippin*

*The book is great and fantastic. it absolutely was written very properly and beneficial. It is extremely difficult to leave it before concluding, once you begin to read the book.*

*-- Lyda Davis II*