



Managing Others: Teams and Individuals: Your guide to getting it right (The Checklist Series: Step by step guides to getting it right)

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The experts' guide to how to manage and work with the people and teams you are responsible for. Here are the checklists compiled by the CMI's experts on the aspects that are most crucial to getting the most from those you have to manage and work with, on such topics as:

Getting the right people and getting the people right; Team briefing; Effective verbal communication with groups; Facilitating; Developing trust; Empowerment; Successful delegation; Setting SMART objectives; Motivating the demotivated; Managing the plateaued performer; Motivating staff in a time of change; Coaching for improved performance; Managing conflict; and Managing the bully.

It is all here, from the basics to the more nuanced and difficult to get right, and included among the essential checklists are profiles of leading management thinkers on key topics.

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