



Leadership Basics for Frontline Managers: 22 articles on Personal Effectiveness, Leadership and Communication for first-time managers and those who ... their people-management skills (Volume 1)

Bill Templeman

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This book is about how to work more effectively with people. The focus is on people skills; it is a collection of 22 articles grouped into three categories: Personal Effectiveness, Leadership and Communication. The target audience for this book is frontline managers, new managers and experienced managers who want to refresh their people skills. As each article has been written to stand on its own, the book can easily be read in short time periods. Most of the articles are no more than three pages. While the articles draw on contemporary management theory, the bulk of the writing stems from the author's experiences as a facilitator, writer, coach and program designer working in the private and public sectors.

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