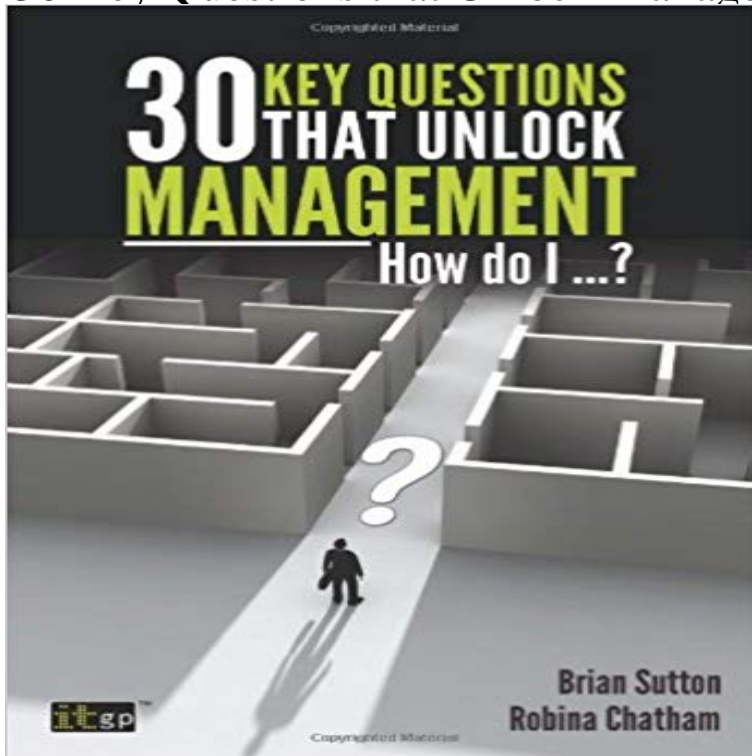


## 30 Key Questions that Unlock Management



No-nonsense answers to the real problems faced by today's busy managers. Let's be honest. No matter how good we are at our jobs, we're constantly being pushed to do things more effectively and efficiently, more productively and profitably. We go on training courses, read training manuals and study self-improvement books. Is this just another self-help guide, full of good ideas and theories that are too difficult or time-consuming to put into practice? No. This book is different. *30 Key Questions that Unlock Management* is not designed to be read from cover to cover; rather, it is a manual that provides the answers to your particular problems. It is a direct response to real questions posed by real people doing real jobs. Each section contains practical advice and immediate steps to deal with the issue at hand. This book will help you build better working relationships and enhance your reputation. You will understand how to obtain the best from your staff and improve the productivity of both yourself and your team. You will learn how to manage your boss, to recognise and use new opportunities to your full advantage, to deal with difficult political situations and achieve a healthy work-life balance without damaging your career prospects. Dr Brian Sutton has over 30 years' management and leadership experience and has worked in both the public and private sector on both sides of the Atlantic. He is currently a visiting professor with the Institute for Work Based Learning at Middlesex University and runs his own learning consultancy focused on increasing the effectiveness of senior leaders. Dr Robina Chatham has held a variety of positions, ranging from Project Manager within the shipbuilding industry to European CIO for a merchant bank. She is currently a visiting fellow at Cranfield School of Management and Managing Director of her own training consultancy which specialises in helping senior

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