



The Accidental Manager: Get the Skills You Need to Excel in Your New Career

Gary S. Topchik

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"Every day, people are promoted into the ranks of management . . . even if they never intended to become managers. They agree to their new responsibilities either to stay employed or to make more money. It is a universal phenomenon. But for these ""accidental managers,"" it makes more sense to manage well than to manage badly, and this book tells them how. Using examples and real-life case studies, *The Accidental Manager* gives readers the tools they need to make the most of their situation, showing them how to: *

- Develop their people by having them work on their own and with others
- * Actively listen in order to build trust and increase communication
- * Give positive and constructive feedback to keep employees on track
- * Motivate by providing the best possible environment for each team member

The book reveals the ten worst types of managers (and how to avoid being one of them), and features a special Management Assessment tool. *The Accidental Manager* gives managers the skills they need to shine in their new -- accidental -- positions."



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