



Leadership Skills for Managers: EBook Edition

Charles M. CALDWELL

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Today's leaders face many challenges in achieving their goals. Rapid changes in technology, a more diverse workforce, changes in government regulations, worldwide competition, and the growing complexity of things in general have increased our awareness of the need for more effective leaders. Developing leaders requires having an understanding of the knowledge and skills required for effective leaders. Leadership Skills for Managers, 4th edition, focuses on five leadership skill sets necessary to ensure individual and organization performance: providing direction, leading by example, enabling others, sharing power, and seeking a better way. In addition to the leadership skill sets, the book examines the attitudes and mindsets of effective leaders. In the final analysis, the evidence of leadership is in the performance of the people and the organizations that follow the leader. When they perform well, the leader is a success. When they don't perform well, leadership changes are almost always forthcoming. This book provides the background, real-world examples, practical applications, and numerous exercises to help prepare aspiring leaders. The lessons learned in this course can be applied to any leadership level in an organization and in any type of organization. Readers will learn how to: * Make the change from manager to leader. * Provide direction. * Enable others to achieve and succeed. * Develop a vision and create alignment. * Grow and develop new leaders. * Appraise leadership performance. * Use Continuous Improvement. This is an ebook version of the AMA Self-Study course. If you want to take the course for credit you need to either purchase a hard copy of the course through amaselfstudy.org or purchase an online version of the course through www.flexstudy.com.

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