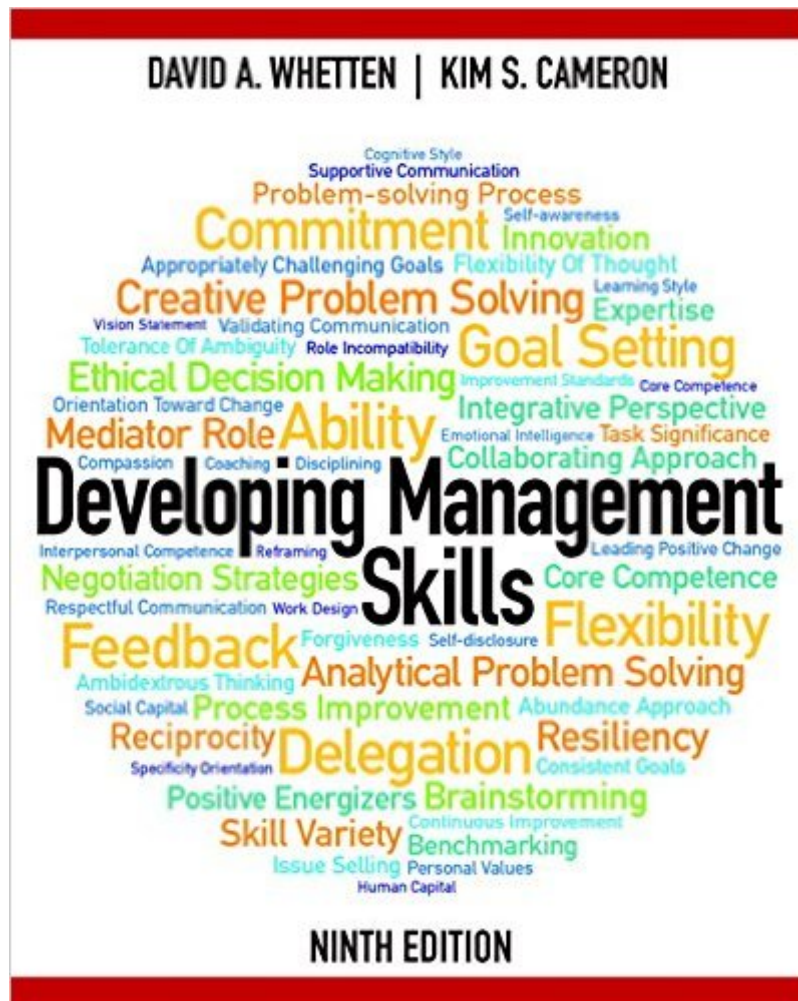


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# Developing Management Skills (9th Edition)



## Synopsis

NOTE: You are purchasing a standalone product; MyManagementLab does not come packaged with this content. If you would like to purchase both the physical text and MyManagementLab search for ISBN-10: 0133254224/ISBN-13: 9780133254228 . That package includes ISBN-10: 0133127478 /ISBN-13: 9780133127478 and ISBN-10: 0133134679/ISBN-13: 9780133134674 . For undergraduate/graduate Principles of Management and Management Skills courses. Skills Development for Tomorrow's managers In its Ninth Edition, *Developing Management Skills* has become the standard in hands-on management learning. Designed for students of all skill levels and learning styles, the text allows students to apply knowledge to real-world situations, connect concepts to their own lives, and experience management theory in a tactile and engaging way. Updated for tomorrow's managers, this text features contemporary examples, new skill assessments and cases, updated research, and tangible, relevant goals for students to work toward. Focusing on ten essential skills for success in management, *Developing Management Skills* focuses on what managers actually do, transforming management concepts into practical, actionable techniques. Students will gain hands-on practice applying management concepts with MyManagementLab. They'll engage in real business situations with simulations, build their management skills by writing and talking about different management scenarios, have access to a videos and current events to help put concepts into perspective, and more. Also available with MyManagementLab® MyManagementLab is an online homework, tutorial, and assessment program designed to work with this text to engage students and improve results. Within its structured environment, students practice what they learn, test their understanding, and pursue a personalized study plan that helps them better absorb course material and understand difficult concepts.

## Book Information

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## Customer Reviews

The new 7th edition is even more useful. There are some new assessments, some clearer explanations, and improved diagrams. There are also some new in class skills development exercises, and the online tool for taking the dozens of assessments in the book is now easier to use. This book has been widely adopted and is now in its sixth edition because it has proven to be a valuable and effective text for people who want to think about what skills go into being an effective manager, how to develop them, and what are the practical means of application. The book is divided into four parts: Part 1 - Personal Skills Part 2 - Interpersonal Skills Part 3 - Group Skills Part 4 - Specific Communication Skills Part 1 starts with developing self-awareness, then discusses managing personal stress, and concludes with approaches to solving problems analytically and creatively. Part 2 starts with coaching, counseling, and supportive communication, then discusses gaining power and influence, motivating others, and concludes with managing conflict. Part 3 starts with empowering and delegating, then building effective teams and teamwork, and concludes with leading positive change. Part 4 is a series of helpful supplements and appendices on making oral and written presentations, conducting interviews, and an extremely useful section on conducting meetings by John Tropman from the University of Michigan. I had Prof. Tropman for my required class on Organizational Behavior and it was a highlight in my program. He covered some of this material in that class and it makes wonderful sense. He often says that you can use this material to cover as little as you do now, but in half the time.

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