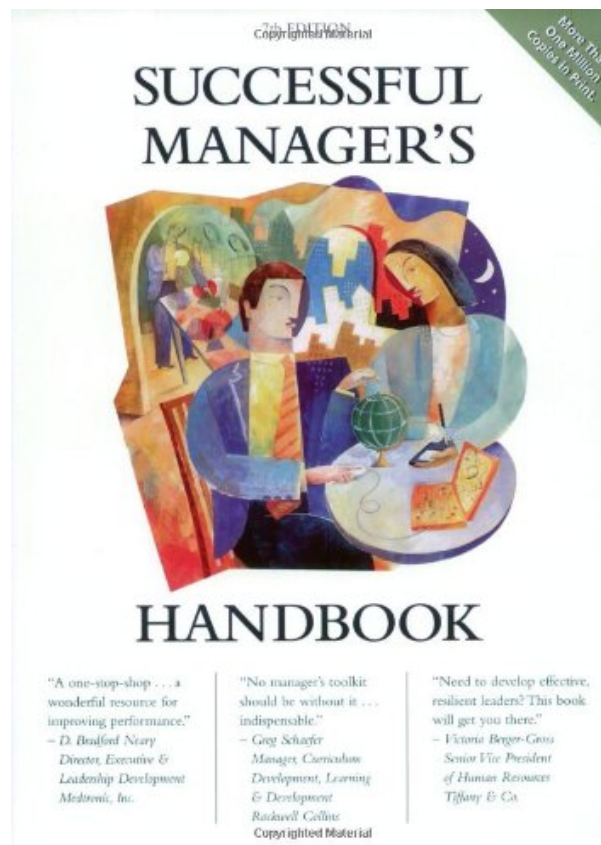


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## **ANSWERS YOU NEED FROM EXPERTS YOU TRUST**

How many times have you bought the latest and greatest management book and let it collect dust on your shelf? Management fads come and go, but leaders across the globe know that when they need substance, they'll find it in Successful Manager's Handbook.

Fully updated and revised, this 7th edition continues the PDI tradition of providing smart, practical ideas and suggestions that you can use immediately on the job.

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"Successful Manager's Handbook answers the perennial question, 'Now that I know what my strengths and development needs are, exactly what can I do about it?' This simple, action- and behavior-oriented tool helps everyone prepare specific, meaningful development plans." — Coleman Peterson President & CEO, Hollis Enterprises Retired EVP-People Wal-Mart Stores, Inc.

"My team and I count on the processes and suggestions in PDI's Successful Manager's Handbook to help us focus the business and deliver on long-term strategies. The processes and suggestions also challenge me personally to become a more effective leader in our organization." — Andrew F. Nelson Vice President, HP & Executive Director HealthPartners Resource Foundation

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23 of 23 people found the following review helpful.

Good Reference manual, not textbook

By S. Jayakumar

First of all, as the name indicates, this book is a handbook. Merriam Webster defines a handbook as "a concise reference book; manual"

For a manual, I have to give this book high marks - it covers a whole gamut of topics / competencies - enough to assist those who consciously want to improve their professional and leadership skills. The language is easy to understand. The only prerequisite is to be in a work-place for a few years so as to appreciate each competency.

Pros:

- (1) Compendium of competencies. Most likely, nothing has been missed!
- (2) A person who is keen on gaining skill in a particular competency such as "Manage Change" or "Establish Trust" can quickly gather insights into what behaviors and skills he/she must practice or develop.
- (3) Easy to understand.

Cons:

- (1) No pictures or maps or schematics shown.
- (2) No case studies or examples presented.
- (3) Not concise. For example, there are 28 chapters in the seventh edition (2004). At a high level, one should be able to identify less than ten key competencies, with each having additional sub-topics. For example, it is easier on the reader to have one chapter on "Foster open Communication" with sub sections of "Write effectively", "Listen attentively", "speak with Impact", etc. rather than have a chapter each. A person solely relying on this book will have difficulty summarizing key leadership qualities. (Imagine organizing 28 chapters in the mind!).
- (4) Systematic methodology for skill development not presented.

All this makes for dry reading. But then, if you look upon this book as a reference manual and not as a textbook, you might develop some compassion for the authors!

Here is how I used this book:

- (1) Start a personal development plan (consult web, books or leader).
- (2) Understand the competencies required for your profession.
- (3) Self-assess on the competencies, assigning a skill level of "Development," "Working," or "Advanced".
- (4) Have a competent leader who knows you (e.g. your manager) assess your skills. Compare notes.
- (5) Pick the top 2-3 competencies where improvement is needed.
- (6) Refer to those chapters in this book which correspond to these identified competencies.
- (7) Summarize these chapters in your own words as you develop insights.
- (8) Periodically look up summary and use these techniques during your waking hours - home or work - until they are internalized.
- (9) Repeat this exercise once in 2-3 years.

In summary, this book is a good reference manual for improving one's professional skills, but should not be used as a text book.

16 of 18 people found the following review helpful.

Excellent content, very dry style

By Ponderunga

The content of the book is excellent. The authors have created a compendium of the knowledge and behaviors needed for a manager to be successful. One would be hard-pressed to find this much of content in one volume, at the price this book is sold at.

The bad news is that all of the content is in endless streams of paragraphs or bullet points. The total absence of a change in pace (no anecdotes, case studies, sidebars, pictures) makes this a very dry read. The book could be significantly enlivened by the addition of more diagrams that visually illustrate the principles being described.

To make the best use of this material, learn to Mind Map (see Buzan's The Mind Mapping book). As you read through the material, distill the content into mind maps. Continually refer to those mind maps as you practice the behaviors suggested by the authors.

In summary, the content is first-rate, the presentation is lacking.

13 of 15 people found the following review helpful.

An in-depth, one-stop compendium

By Midwest Book Review

Now in an updated seventh edition, Successful Manager's Handbook is an in-depth, one-stop compendium packed with everything a manager absolutely must know. Written and compiled by Personnel Decisions International, a global human resources consulting firm specializing in building leadership talent, Successful Manager's Handbook is filled cover to cover with expert advice, from how to analyze issues and make sound, logical decisions to positively influencing others, fostering open communication, listen and write effectively, lead with courage, build trust, and much more. Point-by-point suggestions applicable to leaders of any scope in any field break down the most crucial concepts into easily accessible guidelines, and extensive lists of top-quality books and seminars offer further resources to pursue for tips, tricks, and techniques. Highly recommended.

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