

The Effective Woman Manager

Filled with comprehensive, up-to-date information, detailed guidelines and special exercises for self-evaluation and advancement, here is a highly valuable guide to better efficiency on the job as well as greater career satisfaction.

Dr. Nathaniel Stewart identifies seven vital skills for upward mobility and provides specific guidelines to best utilize and implement them. For instance, do you plan and coordinate work to get the most out of your day? Do you know the best methods for delegating work to others and evaluating what they do? What is the level of your expertise in terms of problem solving and decision making?

Here is a book for women who are moving toward the top of their fields and want to stay there—effectively, efficiently, and enjoyably.

"Dr. Stewart talks to us as women with an insight and grasp for our special problems, skills, and possibilities. You will enjoy and find profitable this straight-forward approach to such issues as dealing with your peers who are primarily men, with guidelines for delegation and coordination with others and how to be a real manager instead of just furnishing data to make someone else's decisions."

It is with thanks and pleasure that I have the honor of recommending this clear and well-written guide for the woman in finding her way in this complicated world of management."

Edith M. Lynch, Vice-President/Manager, Personnel Division of National Retail Merchants Association and Author of *Executive Style: Feminine Style*

Effective Woman Manager

Terry C. Jones



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