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By Stephen Covey

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This book is a highly condensed guide to the essentials of effective management. Here, you'll learn the essential actions, attitudes, and skills that great managers routinely put into practice. You'll find answers to 25 of the most difficult management challenges faced in the workplace every day. And you'll find classic readings, quotations, and wisdom from some of the most knowledgeable experts on management and leadership throughout history.

Included in this book is an in-depth workbook designed to help you identify specific opportunities for improvement in your leadership technique--and implement the essentials you learn here in real, practical terms that will generate concrete results in your management career.

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