

Tips and Templates for Managerial Effectiveness

The book is for Managers at all levels and across functions in a Company. You should have been in managerial role for few years and have reached a basic level of understanding of the various aspects of Managing through teams. The content is not targeted for any specific industry.

This book will act as a “pocket mentor” to you on the topics covered. The tips will provide you guidelines for each topic covered and templates will help in bringing structure and discipline in your work. The content is simple but powerful and if implemented diligently, is bound to give you wonderful results over time.

The book is based on what has worked for me in my 35 years of corporate experience. I have practiced every tip and template that appears in this book and have benefited immensely.

The topics addressed in this book are in the table below:

Deliver business results	Build and maintain team	Motivate Team
<ul style="list-style-type: none">• Time management• Managing meetings• Managing conflict• Project planning• Tracking progress• Decision making• Stakeholder management• Dealing with VUCA world	<ul style="list-style-type: none">• Hiring• Setting performance goals• Giving feedback• Receiving feedback• Managing distributed teams• Dealing with Diversity	<ul style="list-style-type: none">• Motivating team