

HOW TO IMPROVE YOUR MANAGERIAL PERFORMANCE

List of Contents

	Page
Introduction.	
1. How to identify your key skills?	7
2. How to chart your career?	19
3. How to identify you work preferences?	31
4. What motivates you and others?	45
5. How well do you communicate?	59
6. How successful are your meetings?	73
7. How to audit teamwork effectiveness?	83
8. Do you work under pressure?	95
9. How productive are you?	111
10. How do you keep up to date?	121
11. How effective are you at linking?	133
12. What is managerial effectiveness?	145
 Workbooks	 15 1
1. Personal Goals - Destinations and Directions	161
2. Drive and Determination	162
3. Self Diagnosis	165
4. Decisions and Delivery	167
5. Summary Action	168