



It's Okay to Be the Boss: Participant Workbook

By Bruce Tulgan

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A companion to the dynamic *It's Okay to Be the Boss: The Management Workshop*, this Participant Workbook is a hands-on resource that will help you learn how to overcome the common obstacles to becoming an engaged manager. You will gain a clear understanding of which management challenges can be controlled, along with tips and techniques for effectively controlling them. You will also discover the proven strategies for working around issues that cannot be avoided or controlled.

The *It's Okay to Be the Boss: The Management Workshop* leads you through a series of eight back-to-basics techniques that clearly show how to develop the skills that will enhance your management abilities and help you

- Build relationships of trust and confidence with employees
- Delegate tasks, responsibilities, and projects
- Keep employees focused and moving in the right direction
- Increase productivity, quality, retention of high-performers, and turnover among low-performers
- Sharply reduce waste, inefficiency, errors, down-time, and conflict among employees

It's Okay to Be the Boss: The Management Workshop will help you incorporate into your daily routine the time-tested management techniques that spell success—tracking employee performance, correcting failure, and rewarding success.

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Editorial Review

From the Back Cover

If you are a supervisor of a small team of employees or a manager of a large complex department, *It's Okay to Be the Boss* workshop will give you the information and tools you need to become a great boss who is highly-engaged when leading, managing, and supervising your employees.

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Step by step the *It's Okay to Be the Boss: The Management Workshop* leads you through a series of eight back-to-basics techniques that clearly show how to develop the skills that will enhance your management abilities and help you

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About the Author

Bruce Tulgan is the founder of Rainmaker Thinking Inc., a research and management training company based in New Haven, Connecticut. He is internationally recognized as a leading expert on leadership and performance management. He is an advisor to business leaders all over the world, the author or coauthor of seventeen different books including the classic *Managing Generation X* and the recent best-seller *It's Okay to Be the Boss*. He is a sought-after keynote speaker and seminar leader.

Users Review

From reader reviews:

Matthew Lyons:

As people who live in the particular modest era should be change about what going on or details even knowledge to make all of them keep up with the era that is certainly always change and move ahead. Some of you maybe will update themselves by studying books. It is a good choice for yourself but the problems coming to you actually is you don't know what kind you should start with. This *It's Okay to Be the Boss: Participant Workbook* is our recommendation so you keep up with the world. Why, because this book serves what you want and need in this era.

Stephen Conway:

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John Lien:

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