

The Leader's Pocket Guide: 101 Indispensable Tools, Tips, and Techniques for Any Situation (Agency/Distributed)

By John Baldoni

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Before you can lead others, you must learn to lead yourself. Yet those tasked with leadership roles must discover what their people--and their companies--respond to as they go. *The Leader's Pocket Guide* provides readers with concise, on-the-job expertise to inspire and direct them on their professional journey.

Organized into three easy-reference sections--Self, Colleagues, and Organization--the book supplies readers with tactical tips on how to:
- Deliver Inspiration
- Demonstrate character
- Develop confidence
- Communicate with authority
- Think critically
- Foster innovation
- Connect with others
- Resolve conflicts
- Add buzz to their leadership brand
- Coach for development
- Recognize achievement
- Instill company-wide purpose
- Deal with adversity

Augmented by up-to-date research on the role of leaders and the expectations followers have for them, this pithy, powerful, and portable guide contains energizing action tips, self-assessments, and "Think About..." sections to spur readers on to reach continuously greater heights of leadership excellence.

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