

DK Essential Managers: How to Delegate

By Robert Heller

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Learn all you need to know about delegation, from deciding which tasks to delegate and selecting an appropriate candidate to ensuring the brief is clear and the task is completed. How to Delegate shows you how to free your time and motivate your staff, plus it provides practical techniques to try when delegating. Power tips help you handle real-life situations and develop first-class delegation skills that will dramatically improve results and relationships.The Essential Manager have sold more than 1.9 million copies worldwide! Experienced and novice managers alike can benefit from these compact guides that slip easily into a briefcase or a portfolio. The topics are relevant to every work environment, from large corporations to small businesses. Concise treatments of dozens of business techniques, skills, methods, and problems are presented with hundreds of photos, charts, and diagrams. It is the most exciting and accessible approach to business and self-improvement available.

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Editorial Review

Amazon.com Review
Often, the hardest part of managing isn't being in charge of everything, but knowing what you can farm out to others, and how to do it (especially when the buck nonetheless stops with you). This zingy little 72-page guide simplifies the often slippery process of "letting go," and shows you not only how to delegate effectively--for example, deciding on which tasks you can pass around and which ones you should keep, planning a delegation structure, choosing the right person for the right job, and briefing delegates effectively--but also how to monitor progress (by minimizing risk, providing support, maintaining boundaries, and giving feedback), and improve both your own and your delegates' skills by appointing "deputies" of various areas. On every jazzily designed page, boxed tips, lists of dos and don'ts, handy checklists, mini case studies, and easy-to-follow flow charts demystify the delegation process--from inception to activation to maintenance. Granted, if you're looking for very specific or in-depth guidance, you might find this book too cursory and general in its approach. But, if you're looking for a thumbnail guide to the basics, it'll do just fine.

It's worth mentioning that the book is part of the "Essential Managers" series by reference publisher Dorling-Kindersley--a series comprising 20 itty-bitty books on business and career topics that range from communication, leadership, and decision-making to the management of time, budgets, change, meetings, people, projects, and teams. Combining the talent of the "For Dummies" book series for breaking down a lot of information into bite-sized bits and sidebars with Dorling-Kindersley's signature design style of crisp, classy graphics on a gleaming white backdrop, the books don't represent the cutting edge of business thinking or reflect necessarily any unique individual perspective. Instead, it's as if someone had collated the best general thinking on these 20 topics, and rolled them out into 72 brightly designed and easy-to-read pages--studded along the way with boxed tips, color shots of a multiracial cast of "coworkers" animatedly hashing through the workplace issues of the day, and, on the last few pages of each volume, a self-test of one's skills in the topic at hand. Again, they're not for anyone who's looking for more in-depth or focused help on any of the covered subjects, but they're perfect as a quick general-interest reference; and, let's face it, they're so damn cute, and look so smart in a neat little stack or row, that probably you'll want to buy a whole bunch to give as gifts to your entire staff or department. --*Timothy Murphy*

Review
It hits all the bases... -- *Inc.*

About the Author
Robert Heller is a leading authority in the world of management consultancy and was the founding editor of Britain's top management magazine, Management Today. He is much in demand as a conference speaker in Europe, North and South America, and the Far East. As editorial director of Haymarket Publishing Group, Robert Heller supervised the launch of several highly successful magazines such as Campaign, Computing and Accountancy Age. His many acclaimed - and worldwide bestselling - books include The Naked Manager, Culture Shock, The Age of the Common Millionaire, The Way to Win (with Will Carling), The Complete Guide to Modern Management, and In Search of European Excellence.

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Eric Alaniz:

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