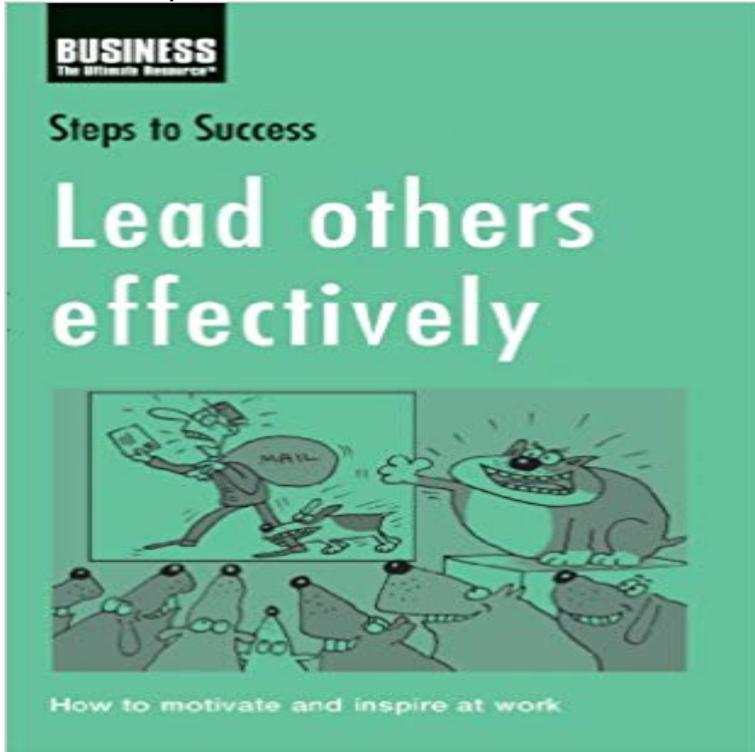


## Lead others effectively: How to motivate and inspire at work (Steps to Success)



Developing leadership skills is essential if you want to clamber up the career ladder. Whether you're trying to motivate and inspire your immediate team or manage your boss(es), this is the book for you. Packed with advice on how to build your influence positively, *Lead others effectively* will help you to realise your ambitions. Chapters include: Leading people in difficult times Managing change Taking responsibility Giving feedback well Setting clear objectives Developing influencing skills *Lead others effectively* contains a quiz to assess strengths and weaknesses, step-by-step guidance and action points, top tips to bear in mind for the future, common mistakes and advice on how to avoid them, summaries of key points, and sources of further help.

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have inspired you to give your full overloaded -- getting work off their own plate and onto someone else's as quickly.

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