



Managing Others: The Organisational Essentials: Your guide to getting it right (The Checklist Series: Step by step guides to getting it right)

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This book contains checklists compiled by the CMI's experts on the aspects that are most crucial to the processes behind how you get the most from those you have to manage and work with, and how you deal with them when things go wrong. The checklists include:

Planning the recruitment process; Managing staff turnover and retention; Managing part-time employees; Performance management; Using 360 degree feedback; Evaluating training and learning; Talent management; Training needs analysis; Succession planning; Devising a coaching programme; Understanding organisational culture; Employee engagement; Managing creativity; Implementing flexible working hours; Implementing a diversity management programme; Redundancy: managing the survivors; and Enabling work-life balance.

It is all here, from the basics to the more nuanced and difficult to get right, and included among the essential checklists are profiles of leading management thinkers on key topics.

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