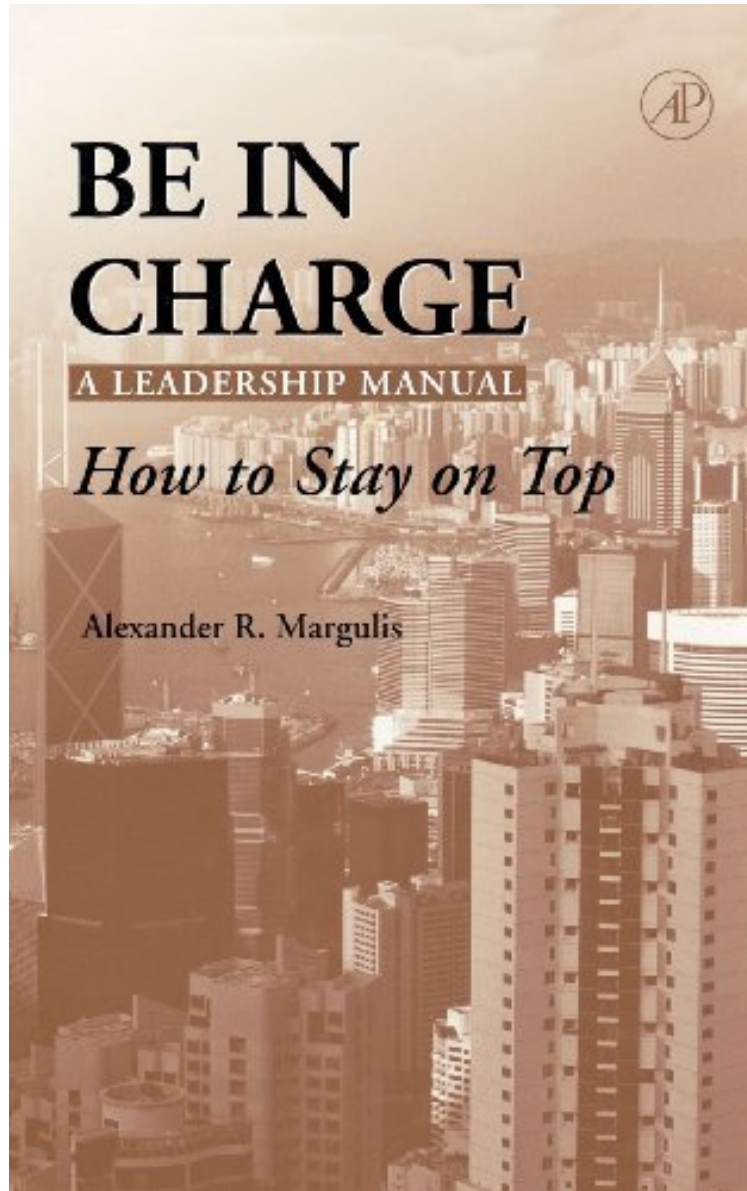


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Be in Charge: A Leadership Manual: How to Stay on Top

Alexander R. Margulis

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Alexander R. Margulis : Be in Charge: A Leadership Manual: How to Stay on Top before purchasing it in order to gauge whether or not it would be worth my time, and all praised Be in Charge: A Leadership Manual: How to Stay on Top:

23 of 25 people found the following review helpful. Manual? A Brochure is more like it. By A Customer I have never been so disappointed in a book. I'll start with a positive comment. There are a few nice tips in this book, and if you never worked in an office, and had no social skills, this book might get you through the first week of a new

job. Unfortunately, that's about the extent of this... this hardcover book. Now the criticism: First, this book is incredibly short. I knew to begin with that it only had 118 pages. What I didn't realize was that it is filled with cartoons and white space. Second, given the length of the book, it covers a huge amount of material. In the end the coverage is ridiculously elementary. This might have been a great book for the high schooler considering a career in business, except that it only addresses executives. It says such mundane things like, "the dress code is an important part of the 1st impression that subordinates will gain upon seeing the chief in the beginning of his tenure." Well, duh. Who's the CEO who gets hired and needs this kind of advice? It also spends only three pages on the issue of gender in the work place. Third, what's with the price? At best this should be a ... a paperback you stick in someone's Christmas stocking when you don't know what else to get them (along with the pocket edition of the Art of War). Instead it's a ... hardback. All in all, a sad showing.

Be in Charge: A Leadership Manual defines what "leadership" is. It includes comprehensive coverage on various types of chiefs (including both business and academic) and discusses gender differences in leadership styles. Also included are terrific tips on how to dress as a leader, budget time efficiently, gain loyalty and respect, terminate employees professionally, recruit qualified people, treat adversity in the workplace, survive and enjoy retirement, and much more. A Foreword by Jeffrey R. Immelt, Chairman of the Board and Chief Executive Officer of GE, comments on the author's leadership expertise. Original cartoon artwork enriches the text as well as entertains the reader. Contains advice for women on how to break through "the glass ceiling" to become executives. Includes information on the differences between business and academic chiefs. Gives practical tips on how to dress as a leader, budget time efficiently, gain loyalty and respect, terminate employees professionally, recruit qualified people, treat adversity in the workplace, survive and enjoy retirement, and much more.

"Anyone who is currently a leader or who aspires to become one will find it a joy to read." --RADIOLOGY (2003)
"...a very readable text with amusing cartoons. ...well worth reading; there is something in it that everyone can learn from." -BRITISH SOCIETY FOR IMMUNOLOGY
From the Back Cover
In today's competitive corporate world, strong leadership skills are a must. Becoming a leader and maintaining leadership status is not an easy task. One must know everything from gaining respect and loyalty to promoting and recruiting talented people. **Be in Charge: A Leadership Manual** is the most in-depth reference currently available that is geared toward the professional. It defines what "leadership" is, and is designed to provide guidance with the problems leaders encounter in handling people. While ways to successfully deal with situations in business and academic are often similar, the differences are most important, and this manual tries to address them. It covers practical pointers on how to be successful in starting, maintaining, and advancing oneself as a leader. Everything from entry speeches, dress codes, office organization, treatment of associates and subordinates, to seeking promotion and retirement are included. This manual will be helpful in managing big and small problems that leaders are encountering daily and are expected solve. **Key Features**
A Foreword by Jeffrey R. Immelt, Chairman of the Board and Chief Executive Officer of GE, comments on the author's leadership expertise. Original cartoon artwork enriches the text as well as entertains the reader. Contains advice for women on how to break through "the glass ceiling" to become executives. Includes information on the differences between business and academic chiefs. Gives practical tips on how to dress as a leader, budget time efficiently, gain loyalty and respect, terminate employees professionally, recruit qualified people, treat adversity in the workplace, survive and enjoy retirement, and much more.
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