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## The Accidental Leader: What to Do When You're Suddenly in Charge

By Robbins, Harvey; Finley, Michael; Harvey Robbins

Jossey-Bass, 2003. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: Who gets called to accidental leadership? Just about anyone. Introduction: What's an Accidental Leader? Part One: Managing Oneself. Three ways to cope with leader's anxiety. 1. Coming to Terms with Responsibility. Three steps to establish where you are and where you need to be. 2. The First Day. Seven things you need to learn about your team members and they need to know about you—and two warnings. 3. Meeting the Team. Ten ways to feel better about your leadership. 4. Deciding What Kind of Leader to Be. Eight things you can do to negotiate your own learning curve. 5. Becoming a Quick Study. Four tough questions you need to ask yourself. 6. The Perfect Person for the Job. Part Two: Managing the Technical Side. Five things to spend at least a week learning about. 7. What They Expect You to Know, and What You'd Better Figure Out on Your Own. Five measures of planning success. 8. Planning to Succeed. Six stages of bringing an idea to completion. 9. How a Little Orderliness Can Extend Your Shelf Life. Nine things you can do to bring people into your circle. 10. Who You Can Turn To. Seven ways to get out of the box, and stay out. 11. Set Fire to Your...



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