



# The Manager's Desk Reference

*Cynthia Berryman-Fink, Charles B. Fink*

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**The Manager's Desk Reference** Cynthia Berryman-Fink, Charles B. Fink

The first edition of this book was published in 1989, selling 30,000 copies worldwide. This second edition is completely updated, with new chapters on diversity, change management, AIDS, managing employees with disabilities, managing contingent workers, family-friendly and much more. This reference book provides fast facts and practical tips on how to prevent, pinpoint and solve the "people problems " that arise on the job: supervising others, interviewing job candidates, running meetings, conducting performance appraisals, resolving conflicts and delivering presentations.

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