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*Fiona Elsa Dent*

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Written for leaders at all levels - strategic, organizational and team level - "The Leadership Pocketbook" explains how to inspire, influence, deal with change and achieve objectives. Illustrated throughout, the book adopts a practical approach, setting out the principles of leadership, the role of the leader, the skills required for effective leadership and the key challenges facing leaders in the modern business environment. A focus of the book, described by the author as "perhaps the most necessary skill for any leader", is self-awareness - to know yourself, to realise what your leadership strengths and weaknesses are and when you must continue to develop. The Pocketbook Series comprises more than 60 titles in the areas of training, personal development, management, customer care, sales and marketing and finance.

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