

First-Time Manager

What's a rookie manager to do? Faced with new responsibilities, and in need of quick, dependable guidance, novice managers can't afford to learn by trial and error. The First-Time Manager is the answer, dispensing the bottom-line wisdom they need to succeed. A true management classic, the book covers essential topics such as hiring and firing, leadership, motivation, managing time, dealing with superiors, and much more. Written in an inviting and accessible style, the revised sixth edition includes new material on increasing employee engagement, encouraging innovation and initiative, helping team members optimize their talents, improving outcomes, and distinguishing oneself as a leader. Packed with immediately usable insight on everything from building a team environment to conducting performance appraisals, The First-Time Manager remains the ultimate guide for anyone starting his or her career in management.

Think it's impossible to land the job of your dreams right out of college? Pete Leibman—despite being told it was impossible—got his, working in the front office of the NBA's Washington Wizards and getting promoted to management in under two years. In *I Got My Dream Job* and *So Can You*, he gives you the keys to the castle, revealing practical, real-world strategies to not only get any job you want, but to continue advancing your career after getting hired. Featuring inspiring stories of other young professionals who took the bull by the horns and skyrocketed to success, the book encourages you to think big, giving you a comprehensive, step-by-step blueprint for revolutionizing (and speeding up) your job search. You'll learn how to:

- Identify what you want from your career
- Create a target list of ideal employers
- Network your way past corporate gatekeepers
- Sell yourself on paper, online, and in person
- Ace any interview process
- Acquire an impeccable reputation
- Use the right social media strategies
- Develop a winning mindset for your career

Armed with the right attitude and strategies, you can easily break into any organization, in any industry, and start climbing the ladder to success. This book shows you how to turn your career ambitions into reality, and go after your dreams with everything you've got! Advance praise for *I Got My Dream Job* and *So Can You*: "This fast-moving, informative book is full of great ideas you can apply immediately to get the job you want, move ahead, and get promoted faster than anyone around you. These proven ideas will save you a fortune in time and money." — Brian Tracy, author of *Maximum Achievement* "Pete Leibman's book provides young professionals with a blueprint for pursuing their ideal career. In an easy-to-follow, straightforward approach, Leibman helps readers identify, pursue, and obtain their dream job. Dream jobs don't find you, you need to find them, and this book will help you." — Ted Leonsis, founder and chairman of Monumental Sports & Entertainment and majority owner of the NHL's Washington Capitals, NBA's Washington Wizards, WNBA's Washington Mystics, and Verizon Center "Pete Leibman is the Michael Jordan of job searching! His book will help you find your dream job and be a peak performer throughout your career." — Jerry Murphy, Vice President, National Basketball Association

PETE LEIBMAN networked his way into a job with the NBA's Washington Wizards when he was only twenty-one years old, went on to be their #1 salesperson for three straight seasons, and was promoted to management in under two years. Today, he is an in-demand speaker and the founder of the Dream Job Academy, a career success program for young professionals. He lives in Arlington, Virginia.



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