

Essential Skills For Managers Of Child-centred Settings - , Emma Isles-buck

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'I found this book really insightful and a manageable read - everything is broken down into easy to read chunks. I've taken a lot from the book and the main message for me was that you need to be confident about your ideas, vision and objectives as a person as well as a manager.' - Laura Watkins, manager at St Mary's Fun Club, St Mary's C of E Primary School, Barnsley, UK

Managers in child-centred settings need to be able to draw on a wide range of personal and professional skills to ensure that they are providing the best possible service. Now in its second edition, *Essential Skills for Managers of Child-Centred Settings* looks at how you can develop the key leadership skills needed to manage people to achieve excellent settings for children. The authors outline ten 'essential skills' for leading and supporting those around you in your child-centred settings and offer sound advice so you can build your personal and professional skills and become a confident and assertive manager. With a balance of both accessible theory and practical application from a wide range of settings, this book explains management theory and will help you to develop the skills to:

- Become a confident leader;
- Set clear aims and objectives for your setting;
- Manage your time effectively;
- Make decisions and implement change;
- Build and develop a team;
- Reflect on and develop practice;
- Deal with difficult situations and people.

This book also contains case studies and 'real-life' scenarios from managers undertaking training with the authors which will ensure you provide an excellent service in your setting. No manager or leader should be without this user-friendly guide!

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