



## Delegating Work: Match Skills with Tasks, Develop Your People, Overcome Barriers

By Harvard Business Review

Harvard Business Review Press. Microfilm. Book Condition: new. BRAND NEW, Delegating Work: Match Skills with Tasks, Develop Your People, Overcome Barriers, Harvard Business Review, You know you need to delegate some of your work so that you have time to focus on the things that require your expertise. But it s not easy to do. "Delegating Work" quickly walks you through the fundamentals of: Establishing a productive environment Assigning the right work to the right people Conducting an effective hand-off meeting Monitoring without micromanaging About HBR's 20-Minute Manager Series: Don't have much time? Get up to speed fast on the most essential business skills with HBR's 20-Minute Manager series. Whether you need a crash course or a brief refresher, each book in the series is a concise, practical primer that will help you brush up on a key management topic. Advice you can quickly read and apply, for ambitious professionals and aspiring executives from the most trusted source in business. Also available as an ebook."



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