

HOW TO BE A
GREAT
BOSS

LEARN THE
SEVEN TRAITS

ALL GREAT BOSSES HAVE

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PEOPLE DON'T LEAVE BAD JOBS. *THEY LEAVE BAD BOSSES.* DON'T LET THAT HAPPEN TO YOU.

No one is born with "boss" skills. You need to learn how to step up to the role. Maybe you were promoted to boss status because you did a good job as an employee. But it's going to take more than your good track record to succeed.

How to Be a Great Boss is filled with anecdotes and success stories. You'll learn how to empower your employees, how to train and motivate through feedback, how to create a positive workplace culture, and much more.

In this book, Joel illustrates how developing the seven core competencies of a great boss can bring every boss from good to great. Here are the seven key qualities that make a great boss:

- 1. EMPOWERS EMPLOYEES**
- 2. PROVIDES GROWTH OPPORTUNITIES**
- 3. TRAINS THROUGH FEEDBACK**
- 4. MAKES THE TOUGH CHOICES**
- 5. GIVES THANKS**
- 6. CREATES A POSITIVE WORKPLACE CULTURE**
- 7. SHOWS EMPLOYEES THE FUTURE**

Each section of the book provides you with a do-it-now challenge—three or four actions you can take immediately that will enhance your good boss qualities and put you on the great boss fast track.



Joel Garfinkle is recognized as one of the top 50 executive coaches in America. Global Gurus named Joel #14 on its list of the top 30 global coaching experts. He is also a Master Certified Coach (MCC) — the highest level of achievement in coaching — and author of 11 books and over 300 articles on leadership. His client list for coaching and corporate training includes Google, Amazon, Starbucks, Bank of America, Microsoft, Oracle, Deloitte, Ritz-Carlton, Genentech, NBC, the NBA, and many other prestigious companies.