

# KIRKUS REVIEWS

## TITLE INFORMATION

### CONCEPTS OF MANAGING

*A Road Map for Avoiding Career Hazards*

Ronald Harris, Jacqueline H. Harris and Casey B. Harris

AuthorHouse (208 pp.)

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## BOOK REVIEW

A debut guide offers a collection of basic management tips.

In this book, Ronald Harris, Jacqueline H. Harris, and Casey B. Harris discuss a broad range of professional and office issues that confront all levels of management (although many of these problems apply almost equally to aspiring supervisors). The authors present the essentials of management, everything from working with teams to making effective contributions at the office and building a strong feeling of personal credibility, which is described as “the most important thing we can possess as a manager” (“If we don’t have it, we’ll find it very difficult to achieve anything of good consequence”). The authors go into detail about the many sides of corporate responsibility, including making stern self-evaluations and altering behaviors that set people on edge or tend to create the opposite results from those desired. Ronald Harris and his two collaborators (his daughter and son) take a personal tone throughout while dispensing all this advice, which makes the book feel warmer than a simple array of bullet-pointed chapters would. “Life has taught me that when I can get others to join in this endeavor, the probability of success is much, much greater,” goes one passage. “I’ve also grown to understand that my chance of enlisting others increases if I show enthusiasm, a positive attitude, and incorporate grace under pressure.” Some of the precepts that the authors convey are self-evident enough to feel like truisms (“Don’t unnerve your boss by dropping a crisis in their lap last-minute when you’ve had some warning yourself”; “Try very hard to avoid being defensive”). But the bulk of the advice in these pages is rock solid, particularly the recurrent stress on personal responsibility and the importance of key relationships such as mentoring (“The best managers make the best candidates when you’re seeking guidance” is a quick but deceptively shrewd insight, for instance). Managers at every level will find many clearly worded, worthwhile reminders of the basics.

A valuable, forceful, and plainspoken overview of management essentials.