



# Be in Charge: A Leadership Manual: How to Stay on Top

*Alexander R. Margulis*

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**Be in Charge: A Leadership Manual** defines what "leadership" is. It includes comprehensive coverage on various types of chiefs (including both business and academic) and discusses gender differences in leadership styles. Also included are terrific tips on how to dress as a leader, budget time efficiently, gain loyalty and respect, terminate employees professionally, recruit qualified people, treat adversity in the workplace, survive and enjoy retirement, and much more.

## Key Features

- \* A Foreword by Jeffrey R. Immelt, Chairman of the Board and Chief Executive Officer of GE, comments on the author's leadership expertise
- \* Original cartoon artwork enriches the text as well as entertains the reader
- \* Contains advice for women on how to break through "the glass ceiling" to become executives
- \* Includes information on the differences between business and academic chiefs
- \* Gives practical tips on how to dress as a leader, budget time efficiently, gain loyalty and respect, terminate employees professionally, recruit qualified people, treat adversity in the workplace, survive and enjoy retirement, and much more.

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