

Resources for managers

Recommendations from **Teresa Schmedding, president, American Copy Editors Society, and managing editor, Rotary International**; **David Yontz, senior editor, Creators Syndicate**; **Rebecca Dyer, Saturday night editor/copy editor/digital producer, The Arizona Republic/azcentral.com** – presenters at ACES St. Petersburg 2017.

You don't need to agree with everything you read. Pick out what works for you. Successful management styles, solutions and strategies will depend on what's best for you, your employees and your shop.

Books

Lead From the Heart: Transformational Leadership for the 21st Century by Mark C. Crowley

The One-Minute Manager by Ken Blanchard and Spencer Johnson

Managing Transitions: Making the Most of Change by William Bridges

The First-Time Manager by Loren Belker, Kim McCormick, and Gary Topchik

Managing Up: 59 Ways to Build a Career-Advancing Relationship with Your Boss by Michael S. Dobson and Deborah Singer Dobson

Seven Habits of Highly Effective People by Stephen R. Covey

Who Moved My Cheese? An Amazing Way to Deal With Change in Your Work and in Your Life by Spencer Johnson

The Gifted Boss: How to Find, Create and Keep Great Employees by Dale Dauten and Dale A. Dauten

Websites/Blogs

Harvard Business Review: <https://hbr.org/>

Kellogg Insight: <https://insight.kellogg.northwestern.edu/>

Dale Carnegie: <http://www.dalecarnegie.com/mobile/>

What Great Bosses Know podcast: http://whatgreatbossesknow.com/?page_id=793

Anything from Jill Geisler

<http://managementhelp.org> – Free library on management resources.

<http://stevebuttry.wordpress.com/2010/03/18/leading-your-colleagues-toward-prosperity/> – A blog post from Steve Buttry: Leading Your Colleagues Toward Prosperity. This deals specifically with managing in the changing newsroom.

<http://www.newsu.org/courses/managing-change> – A News U self-directed course (free) – Managing Change: Creating Strategies, Setting Priorities.

<http://www.newsu.org/courses/all?keys=leadership&x=0&y=0#table> – The News U “What Great Bosses Know” series. There’s a cost to this (although ACES members can get a discount).

<http://www.bizcoachinfo.com/archives/10315> – A blog called The Biz Coach talks about “Four Reasons Why New Managers Fail” and the importance of delegating.

Courses/Seminars

The Poynter Institute — www.poynter.org

American Management Association — www.amanet.org

Tips

Have a strong support network. ACES is a good start.

Seek out managers you know personally and in other industries. Tap their experiences and expertise. Working with people cuts across professions.

Keep up your other skills that got you where you are — whether it’s editing, designing or writing. Seek out conferences, classes and other ways to keep yourself current and fresh. Encourage that kind of training among your own employees.

Take care of YOU! Keep yourself healthy, take your vacations, take your sick time when you’re sick, cultivate outlets outside of work. Set a good example.