



Managing Staff in Early Years Settings (A Practice Guide/Handbook)

Ann Langston & Adrian Smith

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This book draws on a wide range of management theory and shows its relevance and relationship to early years settings. Case studies are used to provide the starting point for reflection, and throughout the chapters you are asked to consider the examples, stand back, interpret and audit your own actions in order to develop your management skills. This book will assist managers and prospective managers by providing them with the tools to facilitate staff training sessions or to conduct personal enquiry into the working of their own organization.

Chapters cover:

- leadership and management
- teams and team building
- staff motivation
- managing change
- selecting suitable staff and effective interviewing
- staff assessment
- projecting and maintaining a positive image for your school or nursery
- managing conflict and stress.

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