

21 OFFICE SITUATIONS

&

HOW TO DEAL WITH THEM



List of Chapters

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ANIL KARAMCHANDANI

What Readers Say

“I am impressed with the insights Anil has brought forth, on typical situations at the work place and ways to handle them.”

- Paul Abraham, COO, IndusInd Bank

“Thank you for bringing out the great handheld book. This is helping me immensely in my new role at a senior level. This is now become a daily habit of reading each chapter every day even though I have read it several times. Every time I read, I get a new perspective. Thanks again!”

- Rohit, Senior Manager

“I received the book yesterday. Thank you so much for sharing this gem of a book. I just couldn't keep it down from the moment I started reading this. This book should be part of every organization's internal library and must be promoted extensively. In fact I started using some of the concepts from today morning itself with miraculous results and speed. Will recommend it strongly at my bank once I am through with it. Once again let me put it on record - This book is a professional game changer and will be a ready reckoner with me for life.”

- Anish, National Manager, Training

“Sir, I read Chapter 3: How to get Okay in a minute? I must tell you that your valuable advice i.e. ‘reduce your Boss’ role to a simple ‘Yes’ or ‘No’, is giving me great results. The examples have helped me implement: How to convert a 15-minute issue, into a 1-minute decision-task for the boss. Thank you so much for this!!”

- Rahul Khanna, on Amazon.in

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About the Author



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Anil enjoys playing chess, listening to R.D.Burman songs, and watching Hollywood movies (the likes of *As Good As It Gets*, *Crash*, *Surf's Up*...).

Anil lives in Mumbai with his mom.

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At work, each day brings with it a fresh set of challenges.

We put in long and hard hours to address them and to master them.

But are these one-of-a-kind situations really different?

A detached look will reveal - while the specifics of a situation will change from one to the next, at their core they all raise the same set of demands on us.

- How to Escalate an Issue?
- What to do when 'A' says 'B' will do, 'B' says 'A' should do?
- How to deal with a Senior who doesn't respond?
- How to reduce Errors at work?
- How to reduce Meetings and Conference Calls?
- How to manage a Big team?
- How to get a 5 (Excellent) in Appraisal?

How do you respond to these innate challenges?

Could there be another, better way of handling these situations?

For the first time comes a book that attempts to address these and many such on-the-ground situations faced by managers and officers.

ANIL KARAMCHANDANI, an experienced manager, uses his 15+ years of experience, to show – some with anecdotes, some with examples – how to master these situations.

The book has 21 articles, none of which should take you more than 10 minutes to read and implement. As an aside, they will ease the pressure off any boss, while helping to sharpen the execution skills within a team.

www.anilkaramchandani.com

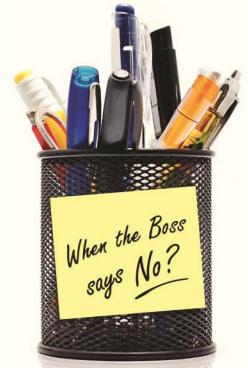
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