



How to Become a Better Manager in Social Work and Social Care: Essential Skills for Managing Care (Essential Skills for Social Work Managers)

Trish Hafford-Letchfield, Les Gallop

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Social work and social care managers often find themselves in management positions without having had any formal management training, yet skills and knowledge specific to social care settings are essential for effective practice.

This book offers a researched and practical guide to the fundamental skills and knowledge that a manager needs, underpinned by the values and ethics that are inherent to social work and social care. Core skills covered include time management, recruitment, managing meetings, working in partnership with service users, negotiation and conflict management, and mentoring and coaching. A self-improvement feedback tool is included, and the book features learning activities, practical tools, case examples, summaries and action checklists.

This must-have handbook will help social work and social care managers and students to understand and accomplish the core skills needed for excellent management practice.

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