



***Becoming a Manager – The step-by-step guide***  
**has just been published by Éditions AFNOR**

**For the future manager or beginner manager, supervising people with different experiences, origins and aspirations constitutes a big leap, a plunge into a new profession. In this new book, Philippe Fourteau gives all the keys to convincing employees to follow their manager, to invest wholeheartedly in their activity and thus contribute fully to the team's objectives.**

Organized like a road map, this ultra-practical work accompanies the new manager step-by-step throughout a process intended to quickly establish mutual trust and cooperation in a team.

First, by identifying important ideas for successful daily management. Then, by showing, through practical examples and guides, how to concretely translate these ideas into action. Finally, by helping it avoid beginner mistakes that would destroy its legitimacy.

The author thus offers all the solutions to express one's dissatisfaction in a constructive manner, show one's recognition, calmly manage conflicts, manage one's N+1, integrate a new employee... If these concern hierarchical management within tertiary companies, all the ideas and techniques are obviously perfectly suited or adaptable to project management, as well as to other economic sectors and the public sector.

Extremely topical, the book also gives a large place to teleworking. It provides tools and advice to manage, motivate and contribute to the development of its employees, whether they telework one, two or every day of the week, in France or from abroad.

By taking the future manager by the hand over the course of some 160 pages, this new book constitutes a real key to starting a new job and succeeding in your first months in your new job!

#### The author

**Philippe Fourteau**, engineer from the École centrale de Paris, Master of Sciences, Stanford University (USA), is the founder of a firm specializing in managerial development. After a career as an SME manager [Southern Europe manager of General Electric Industrial Automation, general manager of Serete Engenharia, chairman of the management board of Graphaël SA, etc.], he has observed for almost twenty years, in his work as a coach and consultant, the importance of *managers* on the commitment, performance and professional development of their employees.

> ISBN: 978-2-12-465768-1 – 176 pages – €21.80 excluding tax

> Publication: June 2021

> [Access the online store](#)

#### About AFNOR Editions

AFNOR Éditions is one of the main French publishers of professional and technical books. With a catalog of more than 500 available works, AFNOR Éditions publishes around fifty expert works each year which address all the crucial themes of the economy and business life: energy performance, environment, human resources, construction, agri-food, risk management, project management, management, quality, sustainable development and CSR, economic intelligence, intercultural, professional efficiency... Official distributor of voluntary standards in France and a real reference in the field (30,000 French, European and international), AFNOR Éditions is an activity of the AFNOR group which designs and deploys solutions based on voluntary standards. [www.afnor.org](http://www.afnor.org)

For any questions, receive the book in PDF or printed form, communicate with an author:

**AFNOR Éditions press contact:** Olivier Cots - +33 1 46 05 82 59 - +33 6 85 41 48 32 - [ocots@aricom.fr](mailto:ocots@aricom.fr)