



The Girl's Guide to Being a Boss (Without Being a Bitch): Valuable Lessons, Smart Suggestions, and True Stories for Succeeding as the Chick-in-Charge

By Caitlin Friedman, Kimberly Yorio

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Forget what you've heard. Nice girls can get the corner office.

As women, we haven't always had the best role models at work. We've either worked for men or we've had female bosses who are, well, big bitches. Women still don't have much of a road map right now when it comes to taking charge at the office, so the team who brought you the national bestseller *The Girl's Guide to Starting Your Own Business* is drawing one for us. Caitlin Friedman and Kimberly Yorio will teach you to be powerful without being possessive, to be opinionated without being brassy, and to have a strong voice without micromanaging. You'll learn just how to own the role of queen bee in a positive way so that you can be more mentor than manager, one who leads, inspires, and motivates.

So, you finally got that promotion. You're the boss now. The supervisor. The manager. The captain. The taskmaster. Those days of taking orders, running errands, and clock-watching are over. As exciting as all this might seem, once the rush of the promotion is over, you might be scratching your head wondering exactly what to do. Being the boss is never easy, but it's twice as hard for a woman. It seems like there's no middle ground. Either you're the dragon lady who rules with an iron fist or the mousey girl who gets drowned out at every meeting. When a woman wields authority and dares to make tough decisions, how often is the "B-word" bandied about by her employees? How can she strike that balance between pushover and dictator?

Fear not. You can do the job. All you need is a little helpful advice to send you on your way. Whether you supervise two as a shift manager or lord over an entire corporate empire, Caitlin Friedman and Kim Yorio will show you how to step

gracefully into your new position of power. They'll teach you how to motivate your team without alienating them, how to delegate without feeling guilty, how to deal with office politics and how to handle evaluations, promotions, and even firings. And for those of you who are already running the show, they can help you become the mentor your employees deserve.

Inside, there are self-assessment questionnaires to help you find out where you land on the bitch or wimp scale; interviews with prominent female bosses, human-resources directors, and therapists; and advice from a whole host of experts. In addition, there are funny and informative checklists and tips to make sure you're the *Good Witch* around the office and not the *Big Bitch*. And, most important, Caitlin and Kim will teach you the secrets to owning your role and loving it. You've earned your promotion, so enjoy it!

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Editorial Review

Amazon.com Review

Caitlin Friedman and Kimberly Yorio offer advice for "both the leader and the led" in this entertaining and useful guidebook for today's working woman. Through quizzes, personal anecdotes, and interviews, Friedman and Yorio help readers to identify their leadership style and share support and encouragement from experts to help women become better (and more comfortable) leaders. Want to know more? Check out Friedman and Yorio's "Top 5 Reasons to Buy This Book" for the inside scoop.

Top 5 Reasons to Buy *The Girl's Guide to Being a Boss (Without Being a Bitch)*



1. You just got promoted.

Yikes! Nobody ever taught you to be a manager. Your role models have been less than fabulous and you want to be better. We teach you how to be more mentor than manager. We show you how to be firm but fair. Armed with our book, you will learn how to get the best out of your employees.

2. Most management books put you to sleep.

No jargon and no need for an MBA. *The Girl's Guide to Being a Boss Without Being a Bitch* is a fun read that offers information without intimidation and includes all the advice you need to learn to lead, inspire and motivate. We include quizzes, tips, checklists and fun sidebars such as "Celluloid Bitches," and "The Girl's Guide to Gossip" throughout.

3. Your manager is crazy.

You're not alone. In our "Good Witch/Big Bitch" boxes we share both the horrible and the heroic--stories from women from around the country who have seen it all and learned their lessons.

4. You're not a manager...yet!

Unlike most management books we speak to both leaders and the led. We offer tips and suggestions for dealing with issues such as micromanagement, taking credit for ideas, managing up to get the promotion, office politics and taking responsibility for mistakes.

5. Don't take just our word for it....

Good management is a life-long pursuit. We'd be foolish to believe we know it all, so to help us fill in the blanks we got on the phone with women from all over the country. We include interviews with coaches, human resource directors, other writers, supervisors, the supervised, mediators, and social workers to get their take on the challenges and opportunities of being the chick-in-charge.

From Publishers Weekly

Since the early 1980s, studies have shown that the techniques utilized by successful men in leadership roles do not have the same effects when practiced by women in similar contexts. It is commonly known that when a woman behaves like her male counterpart, she is often negatively labeled as cold, tough, etc. In addition, women have fewer female role models to whom they can turn for advice and assistance. Friedman and Yorio help readers through this dilemma by compiling personal anecdotes, pop culture references and an array of interviews with female leaders in various fields in an attempt to offer the support and encouragement women need to excel as leaders. The authors state that the patience, strength, wisdom, resourcefulness and nurturance that society cultivates in women might actually make females better managers than males. The book is filled with numerous examples of management styles as well as quizzes to determine if the reader is a "Good Witch" or a "Bad Bitch" with regard to her own leadership skills. Leaders of any gender will find solace in reading these stories from the trenches and may learn some new tips to improve on their own leadership skills as well. (Apr. 4)

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From School Library Journal

Adult/High School—This crash course in management covers the gamut in perky prose, from hiring to firing and everything in between. The authors provide examples of their principles with stories from their experiences as bosses and with reports of other female executives. Interviews with successful businesswomen add insight into techniques on which the chapter focuses. Other stories about bosses who were either good witches or bad bitches provide juicy anecdotes. Not all issues will apply to every teen in a leadership position, but young women will find this a handy guide. Whether student-body president or yearbook editor, or at work in another environment, teens will find tools, techniques, and advice that they can use to lead people more efficiently and effectively.—*Jane S. Drabkin, Chinn Park Regional Library, Woodbridge, VA*

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Users Review

From reader reviews:

Roberta Granger:

Reading a guide can be one of a lot of exercise that everyone in the world enjoys. Do you like reading book so. There are a lot of reasons why people love it. First reading a book will give you a lot of new info. When you read a reserve you will get new information mainly because book is one of many ways to share the information or maybe their idea. Second, reading a book will make a person more imaginative. When you reading through a book especially fictional book the author will bring one to imagine the story how the personas do it anything. Third, you could share your knowledge to others. When you read this *The Girl's Guide to Being a Boss (Without Being a Bitch): Valuable Lessons, Smart Suggestions, and True Stories for Succeeding as the Chick-in-Charge*, you may tells your family, friends as well as soon about yours guide. Your knowledge can inspire the others, make them reading a publication.

Alice Wilkerson:

The publication with title *The Girl's Guide to Being a Boss (Without Being a Bitch): Valuable Lessons, Smart Suggestions, and True Stories for Succeeding as the Chick-in-Charge* contains a lot of information that you can understand it. You can get a lot of benefit after read this book. That book exist new expertise the information that exist in this publication represented the condition of the world at this point. That is

important to you to understand how the improvement of the world. This book will bring you with new era of the internationalization. You can read the e-book on your own smart phone, so you can read this anywhere you want.

Roger Richmond:

In this particular era which is the greater individual or who has ability to do something more are more treasured than other. Do you want to become considered one of it? It is just simple solution to have that. What you need to do is just spending your time not very much but quite enough to have a look at some books. One of many books in the top record in your reading list is The Girl's Guide to Being a Boss (Without Being a Bitch): Valuable Lessons, Smart Suggestions, and True Stories for Succeeding as the Chick-in-Charge. This book and that is qualified as The Hungry Hillside can get you closer in growing to be precious person. By looking upwards and review this publication you can get many advantages.

William Kavanaugh:

That e-book can make you to feel relax. This particular book The Girl's Guide to Being a Boss (Without Being a Bitch): Valuable Lessons, Smart Suggestions, and True Stories for Succeeding as the Chick-in-Charge was colourful and of course has pictures on the website. As we know that book The Girl's Guide to Being a Boss (Without Being a Bitch): Valuable Lessons, Smart Suggestions, and True Stories for Succeeding as the Chick-in-Charge has many kinds or category. Start from kids until teens. For example Naruto or Detective Conan you can read and think you are the character on there. So, not at all of book are usually make you bored, any it offers up you feel happy, fun and loosen up. Try to choose the best book to suit your needs and try to like reading in which.

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