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Imagine you've finally snagged that long-awaited promotion to the ranks of management and you're suddenly faced with your first official presentation before the boss, first interview with a job applicant, first contact with a "demotivated" subordinate, or first truly critical decision. If there is no one you can comfortably turn to for assistance--a common problem today for many in this position--the Essential Manager's Manual, by consultants-communicators Robert Heller and Tim Hindle, could prove invaluable.