



# Skills of an Effective Administrator (Harvard Business Review Classics)

*Robert L. Katz*

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## **Skills of an Effective Administrator (Harvard Business Review Classics) Robert L. Katz**

While there is a widespread belief that some people are born to lead, the existence of an "ideal manager" is almost entirely a myth. Basic skills—the ones that most employees can learn - are often more important than personality traits. In *Skills of an Effective Administrator*, Robert L. Katz identifies the three fundamental abilities companies should seek to develop in their managers. Find out for yourself how these vital skills can be put to work today. Since 1922, *Harvard Business Review* has been a leading source of breakthrough ideas in management practice. The Harvard Business Review Classics series now offers you the opportunity to make these seminal pieces a part of your permanent management library. Each highly readable volume contains a groundbreaking idea that continues to shape best practices and inspire countless managers around the world.

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