

Preface

It has truly been an honor to be asked by AMACOM Books to prepare the fifth edition of this book. The first four editions, magnificently written by Loren B. Belker, have been very successful in helping new managers to develop into highly effective leaders within their organizations.

I regret having to say that Loren has passed away. He will be greatly missed by all of those close to him—family, friends, and colleagues—and the countless managers who have been helped by his writing and lectures.

It is with great pride that I have prepared this new edition of *The First-Time Manager*. Loren's insights and deep understanding of the management function go unparalleled. I have just tried to update some of the materials and share my own thoughts on what a successful manager needs to do.

Respectfully,
Gary S. Topchik