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Managing People 2ed

Daniel F McAuley

Managing People 2ed:

The Complete Idiot's Guide to Managing People: 2nd Edition Arthur Pell, 1999-08-01 You're no idiot of course You get tasks done quickly and efficiently at the office and you always watch the bottom line But when it comes to getting your staff to cooperate and meet company expectations you feel like you're Moses trying to part the Red Sea without God's help Don't let yourself get drowned The Complete Idiot's Guide to Managing People Second Edition provides you with all you need to know to ensure that your team functions like a well-oiled machine and meets company objectives **Superboss 2** David Freemantle, 1997 In this updated version of the worldwide bestseller Freemantle shows that every manager can take action today to become a Superboss and describes more than 130 effective ways of managing people **Books in Print**, 1991

Managing Information David A. Wilson, 1997 Managing Information highlights the increasing value of information and IT within organizations and shows how organizations use it It also deals with the crucial relationship between information and personal effectiveness The use of computer software and communications in a management context are discussed in detail including how to mould an information system to your needs The book explains the basics using real life examples and brings managers up to date with the latest developments in electronic commerce and the Internet The book is based on the Management Charter Initiative's Occupational Standards for Management NVQs and SVQs at level 4 It is particularly suitable for managers on the Certificate in Management or Part 1 of the Diploma especially those accredited by the IM and Edexcel formerly BTEC Managing Information is part of the highly successful series of textbooks for managers which cover the knowledge and understanding required as part of any competency based management programme The books cover the three main levels of management supervisory first line management NVQ level 3 middle management Certificate NVQ level 4 and senior management Diploma NVQ level 5 Also included are titles which cover management issues in particular sectors such as schools or the public sector in more depth David Wilson is a writer and Visiting Lecturer in the School of Business at Oxford Brookes University He has written distance learning workbooks and units in business information systems quantitative methods and manufacturing management He has recently worked with the BBC on a BBC for Business training video on the subject of Information Management He has prepared a Powerpoint Presentation to accompany his own course at Oxford Brookes University Students or lecturers who wish to use or adapt this presentation can download it from the Heinemann World Web Site Covers all the key topics for students studying for a supervisory management and S NVQ Level 3 award with NEBS Management Edexcel ISM or IM Essential reading for individuals and organisations seeking to improve their business performance at the first level of management Excellent range of learning features including case studies activities and feedback review and discussion questions **The Pocket Idiot's Guide to One-minute Managing** Arthur R. Pell, 1999 Have you recently been thrust into a management position Are you finding you have enough to do at your job without figuring out how to keep a staff productive and happy Are you dreading moments where you have to reprimand a

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The Cumulative Book Index ,1998 A world list of books in the English language *Small Press Record of Books in Print*
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