



Managing For Dummies

By Nelson, Bob; Economy, Peter

Book Condition: New. Ships From Canada. New. No dust jacket as issued. Glued binding. 358 p. Contains: Illustrations. For Dummies (Computers). Audience: General/trade. Book Description: Whether you've been a manager for years, or you were just recently promoted, the world of management can be frustrating, confusing, and intimidating. Now, with Managing For Dummies, you can benefit from the expertise of the world's best managers and management consultants. In Managing For Dummies, authors Bob Nelson and Peter Economy have distilled their own and others' wisdom into practical, ready-to-use skills and techniques you can put to use right away. You'll discover everything from basic management principles to the latest cutting-edge concepts. Plus, you'll find here the secrets of getting organized and prioritizing your time; delegating effectively; hiring, inspiring, and coaching employees; measuring and monitoring employee performance; and even forecasting, planning, and budgeting with confidence. Ingram: Managin.



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