



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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