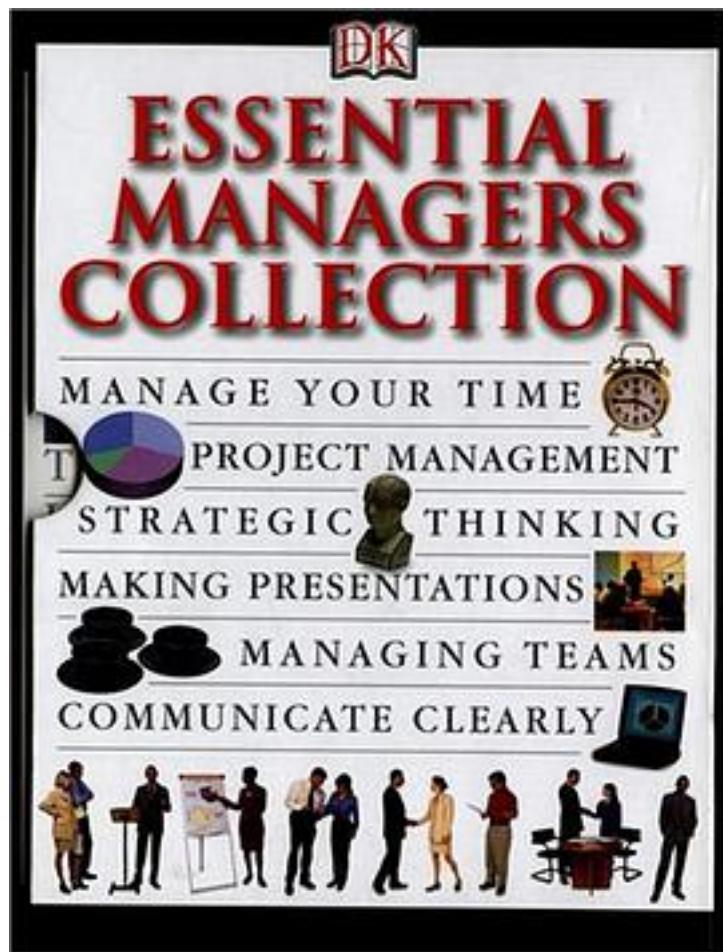


Essential Manager Box Set



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著者:

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Book Description

Essential Managers Collection includes six books which are Manage Your Time, Project

Management, Strategic Thinking, Making Presentations, Managing Teams and Communicate Clearly .

Manage Your Time

Practical techniques show you how to identify time-wasting traps, plan your time effectively and find working patterns that suit you.

Clear text and illustrations cover every aspect of time management.

Simple checklists show you how to analyze and resolve time problems

Accessible charts and flow diagrams explore different options for action and provide useful examples.

Project Management

Practical techniques show you how to establish objectives, keep to schedules and budgets, provide effective leadership, and tackle problems efficiently.

Clear text and illustrations cover every aspect of running a successful business project

Simple checklist enables you to be fully prepared at every stage, from starting up to closing up

Accessible diagrams and flow charts explore different options for action and provide useful examples.

Strategic Thinking

Practical techniques show you how to set out your objectives, identify market trends, make a risk assessment and develop a flexible business plan.

Clear text and illustrations cover every aspect of strategic management

Simple checklist enables you to be fully prepared when planning, developing and implementing a strategy.

Accessible charts and flow diagrams explore different options for action and provide useful examples

Communicate Clearly

Practical techniques show you how to hold an audience, brief effectively, receive feedback, structure a message and give verbal rewards.

Clear text and illustrations cover every aspect of formal and informal communication

Simple checklists enable you to become a proficient communicator.

Accessible charts and flow diagrams explore different options for action and provide useful examples.

Managing Teams

Practical techniques show you how to build up and run a team that functions effectively and produces results

Clear text and illustrations cover every aspect of formal and informal team management

Simple checklists enable you to be fully prepared throughout the management process

Accessible charts and flow diagrams explore different options for action and provide useful examples.

Making Presentations

Practical techniques show you how to structure your material, create visual aids, speak with confidence and handle an audience

Clear text and illustrations cover every aspect of both large- and small-scale presentations

Simple checklists enable you to be fully prepared before and during a presentation

Accessible charts and flow diagrams explore different options for action and provide useful examples.

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目录:

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