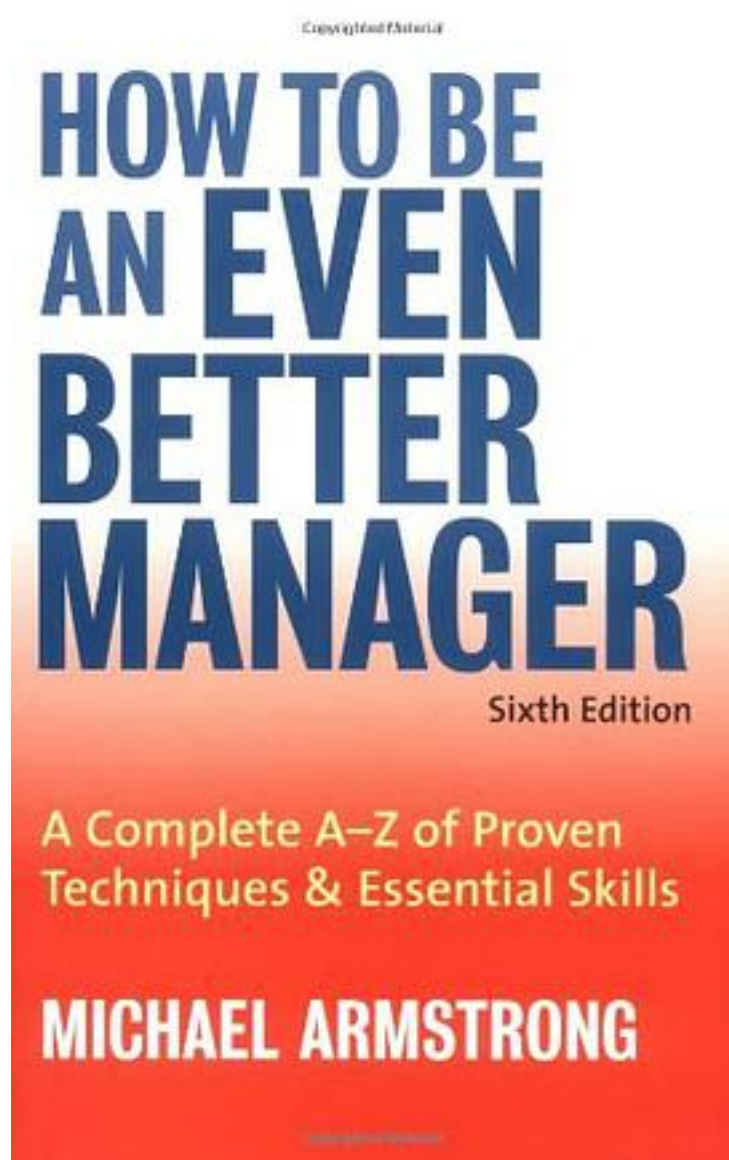


How To Be An Even Better Manager



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Praise and reviews. 'Those with managerial responsibilities will find this a useful guide to keep on their shelves and dip into for background material and guidance on a range of business topics' - Business Franchise. 'A practical and straightforward guide to successful management, written with the benefit of over 30 years' experience' - Business Executive. The demands made on managers in today's turbulent, uncertain and demanding world constantly increase. Even the most experienced manager needs to keep abreast of new developments and periodically brush up on essential skills. This new edition of the best-selling practical management guide has been fully revised and updated to cover 50 specific areas of management in a clear and relevant way. Each is self-contained and can be dipped into, but all fall into the three broad categories in which any manager needs to be competent: managing people, managing activities, managing and developing yourself. An invaluable handbook for existing and aspiring managers, "How to be an Even Better Manager" also takes account of recently developed approaches to management, and includes new thinking on familiar aspects of the manager's job. No book can tell managers what to do in every situation, but this incomparable new edition provides guidelines that will help you build up managerial knowledge and skills.

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