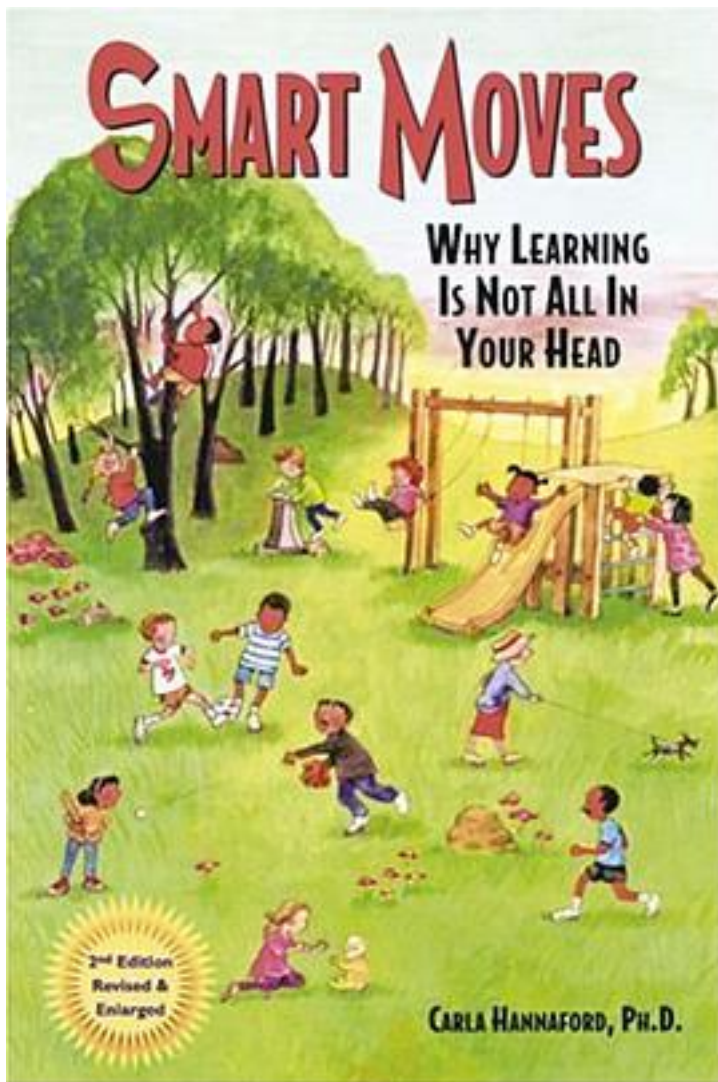


Smart Moves



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An expansion of the successful self-published book The Manager's Book of Lists, Smart Moves offers over two hundred pages of efficient, practical checklists--already used by such firms as Humana and GE--and gives tips for every management task, from writing powerful memos to winning negotiations and resolving conflicts.

作者介绍:

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