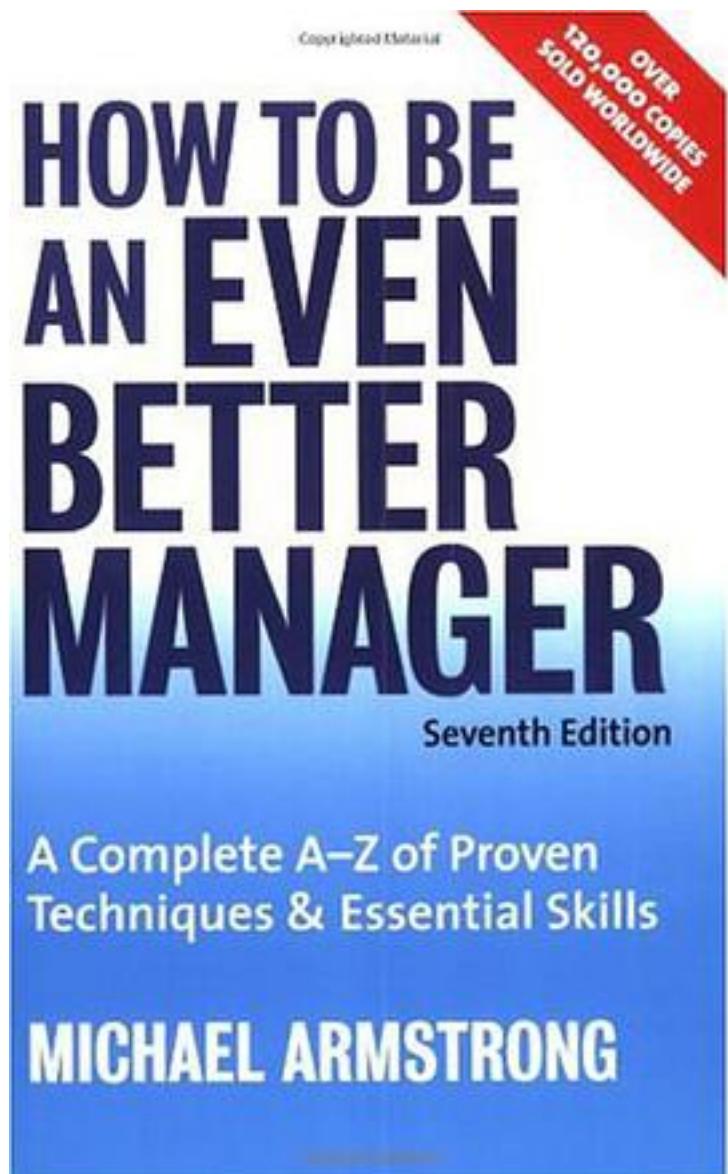


# How to Be an Even Better Manager



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著者:Armstrong, Michael

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This new edition of How to be an Even Better Manager covers 50 topics organized into three key areas in which every manager needs to be competent: managing people, managing activities and processes, and managing and developing oneself. With new chapters on how to learn, achieve continuous improvement, foster engagement, make a business case, and prepare a business plan, this is an up-to-date handbook for existing and aspiring managers. How to be an Even Better Manager provides sound guidelines that will help readers develop a broad base of managerial skills and knowledge and build on existing skills. Even the most experienced manager needs to keep abreast of new developments and brush up on essential skills. This new edition will continue to be a valuable aid.

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