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corporations to small businesses Concise treatments of dozens of business techniques skills methods and problems are presented with hundreds of photos charts and diagrams It is the most exciting and accessible approach to business and self improvement available **DK Essential Managers: Project Management** Peter Hobbs,2009-02-02 Manage your workload delegate effectively motivate your staff and get the job done with Essential Managers Project Management An update of one of the most popular Essential Managers titles this book will carry the same livery on the jacket but will have new text and a completely modern updated design Peter Hobbs is a staff development trainer specializing in project management DK Essential Managers: Global Management Terence Brake,2002-04-03 Organizations from every part of the world are reaching out beyond their domestic markets to become international players Not only is this very demanding on the businesses themselves but it also creates a challenge for individual managers who must cope with working across geographic and cultural borders Managing Globally teaches you how to succeed in this new world It provides clear systems and approaches to help you manage global networks and teams and it examines the skills needed for dealing with different cultures Practical advice including 101 concise tips helps you to achieve the best results for you and your team Finally a self assessment exercise enables you to evaluate your global management skills The Essential Manager guides have sold more than 2 million copies worldwide Experienced and novice managers alike can benefit from these compact guides The topics are relevant to every work environment from large corporations to small businesses Concise treatments of dozens of business techniques skills methods and problems are presented with hundreds of photos charts and diagrams It is the most exciting and accessible approach to business and self improvement available *Managing for Excellence* Mo Ali,Moi Ali,Robert Heller,2001 Following the success of the Essential Manager s Manual this guide includes over 1 200 tips a quick and easy reference to achieve a high level of excellence in business clear and easy to follow charts and diagrams that explore different paths of action DK Essential Managers: Project Management DK,2015-05-05 Whether you are taking your first steps in project management or looking to brush up your skills to be a more effective manager this practical guide is the perfect business companion Project Management is systematically divided into theoretical and practical knowledge Start your journey by going over what is a project its different elements and how to set up a project Learn practical management skills such as delegation communication and evaluation All this is supported with statistics brief case studies and colorful graphics and charts that make learning even more interesting This indispensable volume is part of DK s Essential Managers series that offers the know how you need to be a more effective manager and hone your management style In a slim portable format Project Management gives you a practical how to approach with step by step instructions tips checklists and ask yourself features that show you how to focus your energy manage change and make an impact *Managing People. DK Essential Managers* Robert Heller,1999 **Leadership** DK,2022-01-04 This practical guide contains everything any manager needs to know to lead a team effectively Following a clear accessible approach and using bold graphics and bite sized text this

beginner's guide to leadership will take you from a good leader to a great one Inside the pages of this leadership book you'll find Practical how to approach that teaches you the skills you need to run a project successfully New spreads on powerful leadership while working remotely Step by step instructions tips checklists and Ask yourself features that show you how to make an impact Tables illustrations in focus panels and real life case studies that demonstrate and explain problem solving and how to build confidence and get results All the leadership tools you need to succeed as a leader in one easy to use business book Learn how to improve your leadership skills by establishing a vision inspiring others and championing high performance It's the perfect book for managers of all levels Essential Managers Leadership shows you how to focus your energy build relationships and develop strategies for success You'll also discover the best ways to lead in difficult situations like through a period of business change or in a time when remote and flexible working plays a key role in business and management Whether it's negotiating managing people or improving your project management skills DK's Essential Managers series contains the know how you need to be a more effective manager and hone your management style

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also brand new sets of challenges especially around effective management and getting the best out of teams that aren't in the same room. This practical guide gives you all of the skills to succeed as a flexible worker and as a manager running projects and teams remotely however far the distance may be. Discover how to adapt your management style and get the best out of your team by defining expectations, understanding the unique challenges of working outside the traditional office environment and setting up new routines, structures and processes. Pick up useful tips for adjusting to the home working environment, staying focused, motivated, communicating and working effectively, keeping projects on track and achieving the best results. Essential Managers: Flexible Working takes a no-nonsense practical approach to the subject with step-by-step instructions, tips, checklists and ask yourself features showing you how to focus your energy, manage change and make a positive impact. Whether you're new to flexible working or simply looking to sharpen your skills, this is the go-to guide for you.

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