



Management Basics in Easy Steps

By Tony Rossiter

In Easy Steps Limited, United Kingdom, 2012. Paperback. Book Condition: New. 224 x 184 mm. Language: English . Brand New Book. Whether you are an experienced manager or about to take up your first management job, Management Basics in easy steps will be of real help to you in the workplace. It is a lively, easy-to-read book and full of practical information and common sense advice on Management fundamentals. Management consultant, Tony Rossiter s clear, humorous writing style and comprehensive content make Management Basics in easy steps a compelling read. His management tips and advice will show you: How to manage people: your staff, your colleagues, your customers and even your boss How to organise yourself and make the most effective use of your time How to focus on the vital 20 of your work that accounts for most of the results How to win the respect and trust of your team - and make it the best How to select the right person to join your team The art of effective delegation How to cope with change and see it not as a threat but as a great opportunity Comes with useful worksheets - a complete guide for easy...



[READ ONLINE](#)
[1.6 MB]

Reviews

It is one of my personal favorite book. It is one of the most incredible ebook i have got go through. You will not feel monotony at at any moment of your own time (that's what catalogues are for relating to if you ask me).

-- **Giuseppe Mills**

It in a single of my personal favorite pdf. It really is writter in basic words instead of hard to understand. Your daily life period will be transform as soon as you complete looking over this pdf.

-- **Vena Sauer DDS**