

# THE SHORTER MBA



A Practical Approach to the Key Business Skills

> Edited by Barrie Pearson & Neil Thomas

# **Shorter Mba A Practical Approach To Busineb Skills**

David M. Martin, David Lozell Martin

#### **Shorter Mba A Practical Approach To Busineb Skills:**

The Shorter MBA Barrie Pearson, Neil Thomas, 1991 MBA Masters in Business Administration courses are now included in a variety of college and university prospectuses This book offers an analysis of the subjects taught on MBA courses and includes such subjects as personal management skills and motivation and project management The Shorter MBA Barrie Pearson, Neil Thomas, 2011 The Shorter MBA Barrie Pearson, Neil Thomas, 2011 Fully updated and rewritten the new edition of The Shorter MBA a classic best selling book is now available in a new user friendly desktop format Most people cannot give up two years to study for a Masters in Business Administration MBA but the techniques that are taught for an MBA are invaluable This practical accessible book presents all the essential theory practice and techniques taught to MBA students and is ideal for the busy executive Above all this is a practical book that covers everything needed to be commercially successful in business It is divided into three parts Personal Development Management Skills and Business Development and uses the latest research and business school studies to succinctly and clearly explain the key principles and practices of successful business The Company Director's Desktop Guide David M. Martin, 2006 Take account of the changes to law and practice This work includes material on employee comparability and consultation including part time employees and fixed term contract personnel accounting for human assets the Operating and Financial Review and Corporate Social Responsibility Gurus on Leadership Mark Thomas, 2006 A one stop guide to the world's key writers on leadership their thought and contribution It includes an update of the recent themes and issues that dominate the leadership agenda a listing of the main gurus from Adair to Sun Tzu their main concepts and approaches a guick guide to some of the world's current and recent business leaders and a compendium of leadership checklists for developing skills and competencies Gurus include John Adair Warren Bennis Robert Blake Jane Mouton Ken Blanchard Peter Drucker Daniel Goleman Chris Keeble Nicolo Machiavelli Douglas McGregor John Kotter Manfred Kets de Vries James M Kouzes Barry Posner David McClelland W J Reddin Tannenbaum Schmidt Leadership Continuum and Abraham Zalenik Employment Practice David M. Martin, David Lozell Martin, 2006 This book comes at a time when managers are faced withstill more new legislation obligations and potential penalties. This is an essentially practical book in astraightforward no jargon manner it explains what thelaw is and then what to do providing expert advice onevery aspect of employment practice from recruitment payand The Sports Management Toolkit Paul Emery, 2011-04-19 The Sports Management Toolkit is a practical guide to the most important management tools and techniques available to those working in the sport and leisure industries Designed to bridge the gap between the classroom and the workplace it includes ten free standing chapters each of which provides a detailed introduction to best practice in one of the core sports management disciplines Written in a clear and straightforward style and free of management jargon the book covers all the key functional areas of contemporary sports management including marketing performance management risk management human resource management project

management finance Each chapter includes a detailed step by step description of the key tools and techniques and their application a real world case study to demonstrate the technique in action plus an extensive guide to further resources and a series of self test questions. The final chapter offers an extended integrated case study demonstrating how all the key management techniques are combined within the everyday operation of a successful sport or leisure organization This book is essential reading for all students of sport and leisure management and for all managers looking to improve their professional practice The A-Z of Health and Safety Jeremy W. Stranks, 2006 The A Z of Health and Safety is a major new reference work by an acknowledged expert in an area of crucial importance to every British organization large and small private and public With over 100 entries arranged in an accessible index format this extensive and fully up to date book covers everything that the Health Safety professional needs to know in order to conform with both the law and best practice Health and safety law and practice has changed considerably in recent years We live in an increasingly litigious society and managers and owners face a growing number of responsibilities and obligations With its risk assessment based approach this book provides a clear expert summary of the law issues risks and obligations under each of the topics covered The range of entries is extensive and the guidance both expert and practical This book will prove a constant source of reference and assurance to health and safety specialists across industry and commerce HR professionals engineering managers lawyers environmental health officers safety representatives lecturers and trainers and all those studying for degree level and NEBOSH qualifications In addition it will be invaluable to managers of organizations which do not have a health and safety or HR manager but who nevertheless need to know where they stand and what to do The Shorter MBA Barrie Pearson, 2011 Annotation Written by experts The Shorter MBA offers a comprehensive course designed to give the ambitious manager who doesn't have time to go back to college all the essential skills for business success **Growing your Property Partnership** Kim Tasso, 2017-09-08 Being the best agent or surveyor does not always mean that you will be the best manager or leader But being an agent surveyor or other property professional probably means that you are averse to taking time out to learn about management This book is a pragmatic introduction to alternative growth strategies and management solutions in planning leadership human resources strategic marketing promotion selling clientology relationship management and achieving change It is packed with ideas and checklists to spur you along with guidance on analysis motivation networking branding service development persuasion project management rapport tendering and an A Z of promotional tools The book tackles many of the key issues faced by those who manage and direct their professional firms from preparation of business plans to leadership strategies and client relationship management Organising and Managing Work Tony J. Watson, 2001 The author of Management Organisation and Employment Strategy presents a text on organising and managing work It covers human resource management business objectives and strategy Leadership for Leaders Michael Williams, 2005 A ground breaking book based on extensive research which challenges accepted norms and establishes the seven key

competencies required for successful leadership today Banking World ,1992 New Scientist ,1991 Cretan Music Maria Hnaraki, 2007 Crete is an island where many people from different countries cultures and religions have lived and have left their traces So isn t music in Crete today a product of all these mixtures and cultural elements Dr Maria Hnaraki s question is answered in the affirmative as the author takes us on a journey of discovery through the five steps chapters of this book constructed in the spirit of the traditional pendozalis five step dance Following the Nereids Maria Christina Chatzēiōannou, 2006 The Golden Rules of Practical Marketing Ali Asadi Mba Ma(It), Ali Asadi, 2013-05 The Golden Rules of Practical Marketing is an indispensable book for business owners and marketing managers Ali Asadi is a well known expert in his field and analyzes the many varied aspects of marketing and provides valuable tips on making your business a success He presents an in depth examination of marketing analysis and emphasizes the importance of setting goals and implementing strategy Also covering such important subjects as social media web design SEO and email marketing this book is one you will refer to for answers to your marketing questions Blackwell's Five-Minute Veterinary Practice Management Consult Lowell Ackerman, 2020-01-09 Provides a guick veterinary reference to all things practice management related with fast access to pertinent details on human resources financial management communications facilities and more Blackwell's Five Minute Veterinary Practice Management Consult Third Edition provides guick access to practical information for managing a veterinary practice It offers 320 easily referenced topics that present essential details for all things practice management from managing clients and finances to information technology legal issues and planning This fully updated Third Edition adds 26 new topics with a further 78 topics significantly updated or expanded It gives readers a look at the current state of the veterinary field and teaches how to work in teams communicate with staff and clients manage money market a practice and more It also provides professional insight into handling human resources in a veterinary practice conducting staff performance evaluations facility design and construction and managing debt among other topics KEY FEATURES Presents essential information on veterinary practice management in an easy to use format Offers a practical support tool for the business aspects of veterinary medicine Includes 26 brand new topics and 78 significantly updated topics Provides models of veterinary practice challenges to the profession trends in companion practices and more Features contributions from experts in veterinary practice human resources law marketing and more Supplies sample forms and other resources digitally on a companion website Blackwell's Five Minute Veterinary Practice Management Consult offers a trusted user friendly resource for all aspects of business management carefully tailored for the veterinary practice It is a vital resource for any veterinarian or staff member involved in practice management PRACTICAL BUSINESS - ABC (A Guide for Budding Entrepreneurs) Andrea M. Campbell, MBA MA MITI, 2012-03-22 Starting your own business is one of the most important steps you can take in your life and it can be both exciting and daunting Practical Business ABC presents a modern approach to entrepreneurship and business development presenting in A Z style invaluable advice on many aspects of running your own business It

encourages readers to prepare effectively putting in place systems that will enhance their business operations as they develop The book gives an insight into the kinds of considerations to take into account before embarking on a new career as an entrepreneur drawing on advice from several well known business and motivational personalities citing how they overcame difficulties and the strategies they employed in the pursuit and fulfilment of their mission to become successful The book can be used as a checklist for people embarking on their entrepreneurial journey if they wish to avoid common mistakes and learn from others Mindfulness and Business Education Christine Rivers, 2024-11-25 Mindfulness and Business Education Developing self aware future leaders is a practical guide for educators and academics with teaching responsibilities in business schools or colleges Business schools have a responsibility to equip future leaders with the right knowledge and the right skills to make the right decisions particularly in times of volatility uncertainty complexity and ambiguity This responsibility can only be met if business schools change the way they teach and develop self aware future leaders who are grounded in the foundations of mindfulness The book is divided into three parts Why What and How Part One Why introduces the foundations of mindfulness draws on the history of business school development and discusses leadership approaches presently taught in business schools Part Two What discusses ways of measuring mindfulness the need for training business educators as mindfulness facilitators and the contextualisation of mindfulness in contemporary business topics such as wellbeing sustainability diversity and artificial intelligence Part Three How provides case studies and scripted resources for immediate use and implementation in extracurricular or co curricular activities to design mindfulness based modules and courses to introduce mindfulness coaching as part of pastoral care and staff development and to develop mindfulness driven business education strategies This is an ideal book for those in business education looking to use mindfulness to develop future managers and leaders

#### Shorter Mba A Practical Approach To Busineb Skills Book Review: Unveiling the Power of Words

In some sort of driven by information and connectivity, the ability of words has be more evident than ever. They have the capability to inspire, provoke, and ignite change. Such could be the essence of the book **Shorter Mba A Practical Approach To Busineb Skills**, a literary masterpiece that delves deep into the significance of words and their affect our lives. Published by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we shall explore the book is key themes, examine its writing style, and analyze its overall impact on readers.

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