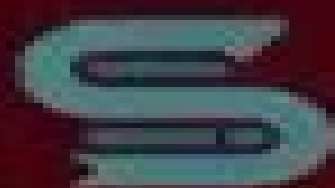


# Making Management Simple: A Practical Handbook for Dealing with Everyday Management Challenges

Kay, Frances



**Simplify**  
The Art of Making  
Things Simple

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# **Making Management Simple The No Nonsense Approach To Dealing With Everyday Management Challenges**

**John E. Newman**



## **Making Management Simple The No Nonsense Approach To Dealing With Everyday Management Challenges:**

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with B2B planning Digital techniques and practices brought fully up to date Also includes a comprehensive online Tutors Guide and Market2Win Simulator for those who teach marketing strategy *Alcoholism and Drug Abuse in the Workplace* Walter F. Scanlon,1991-06-30 Deteriorating job performance resulting from alcohol and drug dependency requires special handling and specific skills Developing these skills and learning what to do with them are not difficult tasks Employee assistance program professionals provide such training for key personnel Focusing on strategic intervention designed to help employees with personal problems that interfere with job performance Walter Scanlon describes the functions and benefits of employee assistance programs EAPs discusses their training and consultation objectives and shows how EAPs effectively identify and address such problems An important EAP goal is to reduce both the incidence of alcohol and drug related problems and the costs associated with them EAPs target employees whose work performance has deteriorated because of chemical dependency or other personal problems Scanlon has divided his discussion of EAPs into seven workable segments the concept of EAP EAP history the history of drug and alcohol use current drug and alcohol use in the United States the legal corporate societal and individual influences on rehabilitation and EAP governmental influences including the Drug Free Workplace Act and mandatory drug screening and cost considerations including the trend toward managed health care

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web text features are visuals or print that are included within text to help a reader better understand the information within the text headings captions maps photographs the list goes on and on with half of our literacy instruction being non fiction it is essential that our students first understand the difference between nonfiction and

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web text features are to non fiction what story elements are to fiction text features help the reader make sense of what they are reading and are the building blocks for text structure see below so what exactly are non fiction text features text features and comprehension text features go hand in hand with comprehension