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

Kay, Frances



Roz Combley

Making Management Simple Frances Kay, Helen Guinness, Nicola Stevens, 2005 1 Intro Management in the C21st 2 Getting and keeping yourself organised 3 Being effective 4 Recruiting and selecting the right people 5 Managing people 6 Getting the most from people 7 Taking responsibility for communication 8 Change management 9 Defusing difficulties 10 How to Stay Cool, Calm & Collected when the Pressure's on John E. Newman, 1992 Presents Encouraging creativity Bridging the Soft Skills Gap Bruce Tulgan, 2022-09-27 Nurture and develop well a plan for choosing how to destroy stress rounded team players by focusing on soft skills development People entering the professional world are better educated than ever before Their technical skills are often off the charts helping them make short work of even the most challenging tasks At the same time however many of these very same people lack soft skills we ve often taken for granted In the newly revised second edition of Bridging the Soft Skills Gap How to Teach the Missing Basics to the New Hybrid Workforce veteran business advisor speaker and consultant Bruce Tulgan delivers a practical and incisive roadmap to developing crucial professionalism critical thinking and teamwork skills You ll also find A collection of 92 instructive lesson plans designed to break soft skills down into their component parts and teach them one manageable piece at a time An exploration of the soft skills gap including what it means and how its impact on your organization will be felt Explanations of why you can t hire your way around a soft skills gap An essential leadership handbook for executives managers and other business leaders Bridging the Soft Skills Gap is a must read resource for human resources professionals team leaders and front line employees who deal with promising but unpolished talent Management Of Professionals, Revised And Expanded Richard Shell,2002-09-13 Considers the common functions of managers such as effective planning and decision making organizational design and staffing directing and controlling and delegating Offers methods to strengthen and enhance personal leadership stule communication skills and workplace motivation and involvement to improve individual and organizational productivity and increase business revenues The Financial Freedom Formula for Entrepreneurs: How to Grow, Manage, and Protect Wealth Silas Mary, 2025-02-13 Entrepreneurs often focus on building their businesses

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