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The Portable MBA Kenneth M. Eades, Timothy M. Laseter, Ian Skurnik, Peter L. Rodriguez, Lynn A. Isabella, Paul J. Simko, 2010-05-03 A totally revised new edition of the bestselling guide to business school basics The bestselling book that invented the MBA in a book category The Portable MBA Fifth Edition is a reliable and information packed guide to the business school curriculum and experience For years professionals who need MBA level information and insight but don't need the hassle of business school have turned to the Portable MBA series for the very best most up to date coverage of the business basics This new revised and expanded edition continues that long tradition with

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The Portable MBA Robert F. Bruner,2003-02-07 Table of contents **The Portable MBA in Entrepreneurship** Melissa Flynn,2014-11-01 Entrepreneurship is the process of starting a business or other organization The entrepreneur develops a business model acquires the human and other required resources and is fully responsible for its success or failure Entrepreneurship operates within an entrepreneurship ecosystem Contents Preface 8 1 What Are Interpersonal Skills and Why Are They Important to Entrepreneurs 10 1 1 What are Interpersonal Skills 10 1 2 Soft Skills A Topic of Study and Consideration Throughout History 10 1 3 How Does Developing Your Interpersonal Skills Make You a Better Entrepreneur 11 1 4 Key Points From Chapter 1 12 1 5 Quiz Reviewing Concepts From Chapter 1 13 1 6 Answers to Quiz for Chapter 1 15 2 Communication Skills That Set Business Leaders Apart 17 2 1 Why Are Communication Skills Important for a Business Owner 17 2 2 Active Listening and How It Can Boost Your Sales 19 2 3 Common Barriers to Communication 26 2 4 Body Language What People Are REALLY Saying 28 2 5 How to Communicate Effectively through Multi Media Outlets 33 2 6 Key Points from Chapter 2 38 2 7 Quiz Reviewing Concepts From Chapter 2 38 2 8 Answers to Quiz from Chapter 2 40 3 Public Speaking Tips for Business Leaders 42 3 1 Be Prepared 42 3 2 Stay Positive 43 3 3 Tell Em a Story 44 3 4 Don t be Self Conscious 45 3 5 Seek Professional Help 45 3 6 Key Points from Chapter 3 45 3 7 Quiz Reviewing Concepts From Chapter 3 46 3 8 Answers to Quiz from Chapter 3 47 4 Winning Persuasion and Negotiating Skills 49 4 1 Winning Persuasion Tactics for Business Management 49 4 2 Build Stronger Relationships as You Negotiate 52 4 3 Key Points from Chapter 4 55 4 4 Quiz Reviewing Concepts From Chapter 4 56 4 5 Answers to Quiz from Chapter 4 57 5 The Assertive Entrepreneur How to Be Heard in Business 59 5 1 Assertion vs Aggression 59 5 2 Timing 59 5 3 Word Choice 61 5 4 Assertive Body Language 61 5 5 Clarity 62 5 6 Key Points from Chapter 5 62 5 7 Quiz Reviewing Concepts From Chapter 5 63 5 8 Answers to Quiz from Chapter 5 65 6 Resolving Conflict 66 6 1 Conflict Resolution in The Workplace 66 6 2 Learn and Practice Assertive Communication Skills 66 6 3 Establish Healthy Boundaries 67 6 4 Seek First to Understand 67 6 5 Key Points from Chapter 6 68 6 6 Quiz Reviewing Concepts From Chapter 6 68 6 7 Answers to Quiz from Chapter 6 70 Executive Education 170x115 B2 indd 1 18 08 11 15 13 7 Be a Source of Inspiration 72 7 1 Integrity 73 7 2 Empathy in the Workplace 73 7 3 Validate Emotions 73 7 4 Be Part of the Solution 74 7 5 Key Points from Chapter 7 74 7 6 Quiz Reviewing Concepts

From Chapter 7 74 7 7 Answers to Quiz from Chapter 7 76 Resources 78 **The Portable MBA Desk Reference** Nitin Nohria, 1998-10 The brand new edition of the ultimate desktop tool The PORTABLE MBA DESK REFERENCE Substantially revised completely updated How do I analyze a balance sheet What is business process reengineering Where can I get financial information about overseas companies What kinds of services does the Department of Commerce provide to exporters When it comes to finding quick answers to these and other important business questions thousands of people depend on The Portable MBA Desk Reference the complete all in one guide to business terms facts ideas and resources Now this Second Edition has been extensively revised to include the very latest business topics and data plus new cutting edge sections on technology and much more Organized into two easy to use sections it contains an A to Z encyclopedia covering key topics ranging from accounting and marketing to manufacturing and strategy plus a comprehensive resource guide for finding specific information in print and on line on dozens of subjects Ideal for a quick take or a fast refresher this edition of The Portable MBA Desk Reference is the best colleague you ll ever have A selection of Book of the Month Club Money Book Club and Quality Paperback Book Club Being in business today means navigating a daunting array of jargon theories and data covering hundreds of topics any one of which could have the power to make or break your success at any time That s why thousands of people depend on The Portable MBA Desk Reference the complete one stop source of quick access information on hundreds of key business terms concepts and resources From accounting and advertising to management and manufacturing this ready reference puts a wealth of essential knowledge right at your fingertips Now substantially revised and updated this outstanding second edition of The Portable MBA Desk Reference keeps pace with the latest developments in business practice including cutting edge information on the Internet and electronic commerce plus up to the minute business facts figures and more Like its successful predecessor this new edition offers the combined wisdom of experts from every field of business all skillfully presented in two user friendly sections PART ONE is an easy to use A to Z encyclopedia of major business topics with plain English coverage of crucial terminology and subjects in accounting economics finance international business management manufacturing marketing and strategy You ll also find helpful mini case studies and real life examples plus time saving cross references to related entries PART TWO is a comprehensive and up to date directory of sources of vital business information It tells you exactly where to look in print and on line and whom to contact for information on dozens of business areas including advertising marketing demographics corporate and industrial financial data economic data international business and more You ll also find appendices packed with hard business facts numbers and lists perfect for beefing up an important report or preparing for that last minute meeting Whether you re looking for a quick take or a complete business refresher course The Portable MBA Desk Reference Second Edition is an essential companion for your trip to the top The Portable MBA Series The Portable MBA series with over 450 000 copies sold provides instant MBA literacy to managers professionals and business owners Portable MBA books provide comprehensive coverage of the primary

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