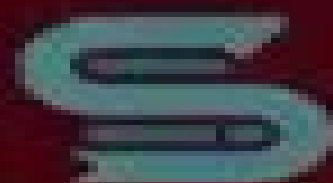


Making Management Simple: A Practical Handbook for Dealing with Everyday Management Challenges

Kay, Frances



Simplify
The Art of Making
Life and Work Easier

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

Richard C. Grote



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employment laws Workplace attorney Adam Rosenthal walks readers through the full employee lifecycle from hiring and onboarding to discipline performance reviews and terminations The book covers essential topics such as harassment prevention implicit bias managing remote workers and having difficult conversations all presented in a clear step by step format Packed with real world insights and practical tools this is an indispensable resource for managers who want to lead with confidence fairness and compliance

Digital Preservation for Libraries, Archives, and Museums Edward M. Corrado, Heather Moulaison-Sandy, 2017-01-12 This new edition of Digital Preservation in Libraries Archives and Museums is the most current complete guide to digital preservation available today For administrators and practitioners alike the information in this book is presented readably focusing on management issues and best practices Although this book addresses technology it is not solely focused on technology After all technology changes and digital preservation is aimed for the long term This is not a how to book giving step by step processes for certain materials in a given kind of system Instead it addresses a broad group of resources that could be housed in any number of digital preservation systems Finally this book is about things not technology not how to not theory I wish I knew before I got started Digital preservation is concerned with the life cycle of the digital object in a robust and all inclusive way Many Europeans and some North Americans may refer to digital curation to mean the same thing taking digital preservation to be the very limited steps and processes needed to insure access over the long term The authors take digital preservation in the broadest sense of the term looking at all aspects of curating and preserving digital content for long term access The book is divided into four part 1 Situating Digital Preservation 2 Management Aspects 3 Technology Aspects and 4 Content Related Aspects Digital Preservation will answer questions that you might not have even known you had leading to more successful digital preservation initiatives What Every Engineer Should Know about Human Resources Management Desmond D. Martin, Richard L. Shell, 1980

Marketing Plans Malcolm McDonald, Hugh Wilson, 2011-03-29 Now in its 7th edition Marketing Plans is a highly renowned international bestseller The book has been thoroughly revised and every chapter has been carefully updated with special attention to the latest developments in marketing To accomplish this Professor Malcolm McDonald has been joined in this edition by Professor Hugh Wilson a leading expert on CRM and multichannel strategy as well as marketing planning Major changes to this edition include new chapters based on the very latest research on Planning for integrated marketing communications and digital marketing Developing multichannel strategy Developing the CRM plan Marketing effectiveness and accountability Marketing Plans is designed as a tool and a user friendly learning resource Every point illustrated by powerful practical examples and made actionable through simple step by step templates and exercises The book is established as essential reading for all serious professional marketers and students of marketing from undergraduate and postgraduate to professional courses for bodies such as CIM Above all it provides a practical hands on guide to implementing every single concept included in the text It is clearly and powerfully written and is probably the best book on the theory and

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Project Management Tools and Techniques for Success Christine B. Tayntor, 2010-05-19 Emphasizing that it s much easier and more cost effective to make changes in the planning phases of a project rather than later on Project Management Tools and Techniques for Success provides an accessible introduction to project management fundamentals Highlighting approaches for avoiding common pitfalls it begins with an introduction to p **Discipline Without Punishment** Richard C. Grote, 2006 Dick Grote shares his proven strategies for helping employees take personal responsibility for their behaviors and for helping managers turn problem employees into productive players *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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