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Autore	Nelson Bob <1956->
Titolo	The management bible [[electronic resource] /] / Bob Nelson, Peter Economy
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ISBN	1-280-25252-9 9786610252527 0-471-72560-9
Edizione	[1st edition]
Descrizione fisica	1 online resource (305 p.)
Altri autori (Persone)	EconomyPeter
Disciplina	658.4
Soggetti	Management
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Includes index.
Nota di contenuto	The art and science of management -- What managers do -- The challenge of change -- Leadership : the people thing -- Hiring and retaining the best people -- Motivating employees -- Coaching & development -- Mentoring employees -- Execution : getting the job done -- Setting goals -- Using delegation to your advantage -- Monitoring employee performance -- Building employee accountability -- Building high-performance teams -- Improving communication -- Working with teams -- Making meetings more effective -- Management challenges -- Discipline and corrective action -- Terminating employees when necessary -- Ethics and office politics.
Sommario/riassunto	The Management Bible is the most comprehensive book on the topic of management available anywhere. It offers in-depth coverage of the entire range of essential topics for today's managers and supervisors-from beginners to seasoned veterans-and includes practical, effective solutions for the everyday problems every manager faces. In addition, the book also includes proven tips and tactics that help managers grow into more effective, efficient leaders. Authors Bob Nelson and Peter Economy reveal everything you need to know to keep up with today's rapidly changing business environment, inc