

1. Record Nr.	UNINA9910785192503321
Titolo	Encyclopaedia of functional management . Vol. I [[electronic resource] /] / edited by Anil Saxena
Pubbl/distr/stampa	Mumbai, : Himalaya Books Pvt. Ltd., 2008
ISBN	1-282-84882-8 9786612848827 1-4416-7949-9 93-5043-931-X 600-00-2835-0
Edizione	[1st ed.]
Descrizione fisica	1 online resource (1458 p.)
Collana	Encyclopaedia of functional management
Altri autori (Persone)	SaxenaAnil
Disciplina	658/.003
Soggetti	Management Business
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di bibliografia	Includes bibliographical references.
Nota di contenuto	Vol 1 COVER; Contents; Introduction; Right Form of Business; Business Planning; Business Plans; Business Policy; Business Objectives and Ethical Standards; Business Functions and Functionalisation; Operations and Basis of Control; Business Procedure; Bibliography; Vol 2 COVER; Contents; Project Management; Basic Management Problems; Organic Management Functions; Human Resource Management; Organisation and Management; Line Organisation; Staff Organisation; Bibliography; Vol 3 COVER; Contents; Organisational Studies; Organisational Morale; Good Organisation Attributes; Non-financial Incentives Authority, Decentralisation and Accountability Design and Production; Bibliography; Vol 4 COVER; Contents; Economic Control; Preliminary Control of Operations; Concurrent Control of Operations; Fixation of Responsibility; Morale and Integration of Interests; Executive Leadership and Management; Receipt and Storage of Material; Standards and Standardisation; Significance of Inspection; Bibliography
Sommario/riassunto	As far as the establishments of a business group and its success and progress are concerned, management plays a crucial role. For this very reason, a continuous growth of a trading firm depends upon an

efficient management. The management commonly comprises four function; planning, organization, leadership and coordination of the available means. These elements are very important for building a viable organization, as well as a stronger and efficient group to carry out various jobs. These functions must be reformed by various managers, regardless of their designation or the specific task, capa

2. Record Nr.	UNINA9910793082103321
Titolo	CPR & lifesaving
Pubbl/distr/stampa	[Place of publication not identified] : , : BarCharts, Inc., , [2012]
ISBN	1-4232-3724-2 1-4232-1879-5
Descrizione fisica	1 online resource (6 pages)
Collana	Quick Study Health
Disciplina	616.1025
Soggetti	CPR (First aid) Medical emergencies
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Nota di contenuto	BASICS; CPR; Adult CPR (8 Years or Older); Child CPR (1-8 Years Old); Infant CPR (Less Than 1 Year Old); C-A-B SEQUENCE FOR CPR; AUTOMATED EXTERNAL DEFIBRILLATOR (AED); CHOKING; STANDARD PRECAUTIONS; MEDICAL EMERGENCIES; HEALTH HISTORY FORMS; HEAT EMERGENCIES; COLD EMERGENCIES; TRAUMA INJURIES; RESCUING & MOVING VICTIMS; INJURY PREVENTION; FIRST-AID KIT SUPPLY CHECKLIST.
Sommario/riassunto	Annotation Making the decision to help in an emergency situation is often a difficult choice. Be prepared for emergencies with the help of our CPR & Lifesaving QuickStudy(R) guide. Packed with quickly accessible information on different aspects of lifesaving, this go-to reference will help you respond effectively in an emergency until professional help arrives. Learn how to evaluate a scene, the steps in CPR and AED use, standard precautions, and other essential elements

in the chain of survival. This durable, laminated guide also includes illustrations for easy understanding. Keep a copy in your home, with your camping gear, at your office, in your car, etc., so that you will always be prepared.

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