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Nota di contenuto	Cover; Contents; Preface; Acknowledgements; Introduction: Management Education and this Book; Chapter 1 - Self-Development and the Return to Learning: Where Are You Now?; Chapter 2 - Study Schedules and Time Management; Chapter 3 - Information: Coping with It All; Chapter 4 - Diagrams as an Aid to Thinking and Learning; Chapter 5 - Reading Techniques; Chapter 6 - Writing and Preparing Reports; Chapter 7 - Managing Yourself; Chapter 8 - Conclusion: Over to You - Continuing the Development of Your Study Skills; References and Further Reading; Index
Sommario/riassunto	This title has been developed with all managers in mind. It emphasizes the needs of those beginning a part-time MBA or Diploma, but is also relevant to all managers concerned with self development and with keeping up-to-date. The author brings together practical ideas and advice for busy managers wishing to improve the effectiveness of their self-development and study skills. The book covers a wide range of topics including: information and memory; diagrams as an aid to thinking and learning; reading and report writing; time management; and stress management.

