

1. Record Nr.	UNINA9910962752503321
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Titolo	Study skills for managers / / W.M. Mayon-White
Pubbl/distr/stampa	London, : Paul Chapman, 1990 London : , : Paul Chapman, , 1990
ISBN	9781473914148 1473914140 9781446280584 1446280586
Edizione	[1st ed.]
Descrizione fisica	1 online resource (144 pages)
Collana	Management Studies
Disciplina	658.409
Soggetti	Executives Success
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Nota di bibliografia	Includes bibliographical references and index.
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.

