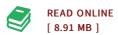




Instant Manager: Managing Resources (Paperback)

By Bernice Walmsley

Hodder Stoughton General Division, United Kingdom, 2010. Paperback. Condition: New. Language: English . Brand New Book ****** Print on Demand ******. Whether you are building your career as a manager by taking professional qualifications or you simply want to enhance your management skills this Instant Manager title, based on one of the six UK national occupational standards for managers, is exactly what you need! Including a fascinating interview with Dianne Thompson CBE, former head of Camelot, this is an inexpensive, concise but above all authoritative guide to getting results, particularly in the key areas of finance and sustainability. Based on ten key questions, each chapter ends with a summary and action checklist to crystallize what you have learnt. The portable format allows you to carry the book wherever you go and to fit learning and development into your busy work life.Instant Manager: Managing Resources provides a readable and practical introduction to the subject, including:How can I manage a budget and arrange finance?How is technology best used and promoted?How can I ensure Health Safety requirements are met?What impact on the environment does my work have and how to I minimize negative impact?How can I make the right decisions?Backed by the authority of...



Reviews

The publication is simple in go through preferable to fully grasp. I am quite late in start reading this one, but better then never. It is extremely difficult to leave it before concluding, once you begin to read the book.

-- Mrs. Josiane Collins

This pdf can be worthy of a read through, and superior to other. It generally does not expense excessive. Its been printed in an exceptionally simple way and it is just soon after i finished reading this ebook in which in fact modified me, change the way i really believe.

-- Mr. August Hermiston PhD