



Manage: Learn What Management Is All About And How To Manage Successfully (Pocket Manager Books)

Kate Keenan

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Do you find management gets in the way of doing business?

Managing involves a host of disparate activities, such as making plans, allocating resources, solving problems, taking decisions, directing operations and maintaining control, each one of which can seem to be an impossible mountain to climb.

But when simplified, these become a series of foothills which are fairly easy to tackle, once you know how.

When you have read this book...

- You will know what management involves
- You will know what action needs to be taken and when
- You will realise that you can manage as well as, if not better than, anyone else

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