
**A Practical Guide to the
Management of People**

**The
First-Time
Manager**

Loren B. Belker

SECOND EDITION

The First Time Manager A Practical Guide To The Management Of People

Susanne Prokscha



The First Time Manager A Practical Guide To The Management Of People:

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Fundamentals of Management with Online Study Tools 12 Months Danny Samson, Richard L Daft, Timothy

Donnet, 2017-12-05 Samson Daft Donnet's Fundamentals of Management is a robust foundation text providing a balance of broad theoretical content with accessible language for students This sixth edition features a new author on the team and contains updates to content based on recent research Along with current management theory and practice the text integrates coverage of innovation entrepreneurship agile workplaces social media and new technology throughout The book is rich with experiential exercises self assessment activities challenges and cases for students to engage with developing multiple skills Examples within the text are both local and global with a new focus on a skills approach and each part of the text concludes with a contemporary continuing case study focussing on car company Toyota as it faces managerial challenges and opportunities in the region The text covers the four key management functions Planning Organising Leading and Controlling conveying to students the elements of a manager's working day

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Executive

Personnel United States. Office of Personnel Management. Library, 1980

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Alison Price, David Price, 2012-07-05 Motivate your team to go the extra mile New managers experienced managers or aspiring managers learn how to understand your team and get the best out of them From hiring new members to dealing with poor performance from goal setting to promoting work life balance understand how to foster effective employees with Alison and David Price's A Z map to managerial success Filled with expert insights real life case studies and proven techniques this Practical Guide will make you a better manager right now

Personnel Bibliography Series United States. Office of Personnel Management. Library, 1979

Personnel Bibliography Series United States Civil Service Commission. Library, 1960

Management Solutions, 1986

Managing People Rosemary Thomson, Eileen

Arney, Andrew Thomson, 2015-03-02 This updated and exciting fourth edition of Managing People A Practical Guide for Front

Line Managers addresses the growing needs of front line managers who are not themselves specialists in personnel management but whose roles require them to have these skills A growing trend over the last two decades has given these managers an increasing amount of responsibility of direct line management which can be extremely challenging especially if the correct training is not given This book examines how the different parts of managing people fit together whilst acknowledging that different contexts require different approaches and recognizing ongoing organizational environmental and legal changes that affect the employment framework It recognizes the rapidly changing context in which modern front line managers have to operate and acknowledges the increasing expectations of good leadership as a necessity However the book also emphasizes the need for front line managers to understand themselves their own management styles and attitudes together with the importance of empathy in appreciating the perspectives of the staff that work under them Managing People A Practical Guide for Front Line Managers is designed for both new managers and for NVQ SVQ Level 4 students It is also appropriate for the first stages of Foundation Degrees and for HND courses combining academic study with workplace learning

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Library Journal Book Review, 1979 Jaques Cattell Press, 1980-03

Practical Guide to Clinical Data Management Susanne Prokscha, 2006-08-01 The management of clinical data from its collection to its extraction for analysis has become a critical element in the steps to prepare a regulatory submission and to obtain approval to market a treatment As its importance has grown clinical data management CDM has changed from an essentially clerical task in the late 1970s and early 1980s t

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