



Alpha Teach Yourself Management Skills in 24 Hours

Patricia Buhler

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One of the biggest challenges a person faces in their career is becoming a manager. Not only must managers lead people, but they must motivate, organize and innovate. They must also be able to read financial statements, organize teams, develop strategy, resolve disputes and understand organizational culture. Prentice Hall Teach Yourself in 24 Hours offers new managers guidance in a well-organized, structured approach. Covering everything from negotiation and project management to interviews and performance appraisals, this book offers 24 straightforward chapters-- each of which can be read and studied in about an hour.

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