



Managing For Excellence

Robert Heller

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Perfecting management skills and achieving excellence are the keys to success and job satisfaction. This manual covers everything the reader needs to know to maximize 12 core skills originally published in the Essential Manager's series. Topics include effective leadership, controlling budgets and accounts, and making the most of technology and ebusiness.

Clear text, annotated photographs, and helpful diagrams reinforce the text and make these the most accessible and informative management guides on the market.

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