



## Instant Manager: Managing Resources (Paperback)

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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...



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