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Focus on the fundamental principles and practices of effective management today with DuBrin's comprehensive, yet concise, ESSENTIALS OF MANAGEMENT, 10E. This brief but thorough new edition functions both as a solid introduction for new students or an in-depth review of core concepts and the latest research and applications for working professionals. Written from the first edition as an essentials text, this book is not a condensation of a larger text, but provides concise, complete coverage that clearly translates the latest research, theories, technologies and management experiences into actual practice.

Distilling years of hard-won success, experience, lessons and management wisdom, this book will help new and aspiring managers be the best they can be. For new and aspiring managers this exciting book will enable you to quickly learn all the clever and powerful tips, tricks, advice and know-how that seasoned and experienced managers already know. You will pick up effective ideas and learn powerful, practical skills that will help you become a better, more successful manager who really delivers results.

Essentials of Management is written for newcomers to the field of management and for experienced managers seeking updated information and a review of the fundamentals. It is also written for the many professionals and technical people who work closely with managers and who take their turn at performing some management work. An example would be the member of a cross-functional team who is expected to have the perspective of a general manager. Based on extensive research about curriculum needs, the design of Essentials of Management addresses itself to the needs of introductory management courses and supervision courses offered in educational settings. Previous editions of the text were used in the study of management in colleges and universities, as well as in career schools in such diverse programs as hospitality and tourism management, and nursing. The book can also be used as a basic resource for management courses that rely heavily on lecture notes, PowerPoint presentations, and videos rather than an encyclopedia-like text.

Credit Risk Management will enable general bankers, staff, and credit analyst trainees to understand the basic information and principles underlying credit risk evaluation, and to use those underlying principles to undertake an analysis of non financial and financial risks when preparing a credit proposal. Since the best loans are the ones that do not present problems during the repayment phase, the authors also focus on elements relating to the proactive management of those loans during their inception. This book introduces: \*Credit analysis, approval and management processes \*Concepts of financial and non-financial risk \*Financial statement analysis, including the use of ratio analysis \*Cash flow analysis and forecasting \*Security enhancement & management procedures designed to legally & financially manage credit risk \*Inspired by the basic entry level training courses that have been developed by major international banks worldwide. \*Will enable students and those already in the finance profession to gain an understanding of the basic information and principles of credit risk \*Questions with answers, study topics, practical "real world" examples and text with an extensive bibliography

This short textbook consolidates all the key aspects of operations management into a concise and easily accessible reference tool. Comprising the management of creating goods and delivering services to customers, operations management plays an essential role in the success of any organization. This book discusses the main areas of operations management, such as the design of the operations system, including product, process and job design. It also covers the management of operations, including lean operations and supply chain management. Breaking the subject down into its key components, this book provides a core introduction for undergraduate students studying operations management as part of business and management degrees.

Focus on the fundamental principles and practices of effective management today with DuBrin's comprehensive, yet concise, MANAGEMENT ESSENTIALS, 9E, International Edition. This brief but thorough new edition functions both as a solid introduction for new students or an in-depth review of core concepts and the latest research and applications for working professionals. Written from the first edition as an essentials text, this book is not a condensation of a larger text, but provides concise, complete coverage that clearly translates the latest research, theories, and management experiences into actual practice. The author's proven functional approach introduces the role of a manager and today's managerial environment before exploring critical topics in planning, organizing, leading, and control. This edition addresses emerging issues, such as sustainability and environmental concerns, management in difficult times, employee morale, diverse workforces, and teamwork. New coverage of ethics, personal productivity, the latest information technology, and decision making are also included. Compelling, memorable examples show how leaders effectively apply principles of management in a wide variety of business settings. New action features, new online skill builders, new cases and video cases work with proven exercises and self-assessment quizzes to help readers develop the managerial, interpersonal, and technical skills necessary for outstanding career success. Help your students acquire the knowledge and skills to manage, lead, and successfully compete in today's rapidly changing business environment with DuBrin's MANAGEMENT ESSENTIALS, 9E, International Edition.

Get the best out of your team with these thirty practical steps for successful people management. Building a strong team is among the most important requirements for any company, and anyone who has managed a great, high-performing team knows how enjoyable and rewarding it is for everyone involved. However, in his years of experience as a top business coach, as CEO of a multi-billion-dollar company and as president of a large charity, Andrew Laurie has seen many teams that are not achieving, and far more managers struggling to get the best from their team. Using thirty steps and activities that Andrew has cultivated over years leading successful teams ranging from a couple of people to thousands of staff, Thirty Essentials: Management is a practical tool that will help managers get better performance from members of their team. This book will also provide clear direction in identifying specific opportunities to develop their leadership and management abilities.

Project management is a critical skill across a broad range of disciplines. Yet most people, regardless of educational background, have never received training in how to plan, manage, and execute projects. Project Management Essentials, Second Edition, is the go-to book for tried and true project management skills combined with the most current ideas from Agile in a concise, up-to-date, user-friendly format. It follows the project life cycle and provides several ready-to-use templates. Readers can use this book to plan and manage a project from start to finish or as a reference for help with one particular component of project management. Alongside each template is a brief description of what each template is and why it is useful, with an example to illustrate it.

Ethical Leadership shines a light on the role of what culture and ethics in organizations by making the issues more transparent, accessible and above all, connected. Business leaders are now accountable for showing that they have the correct ethical policies and culture in place. Andrew Leigh focuses on the fact that ethical culture is manifest in the actual behaviour and attitudes of all staff, rather than in policy documents. His book is full of practical strategies, case studies and action points which will help leaders to improve and manage ethical culture and climate in their organizations.