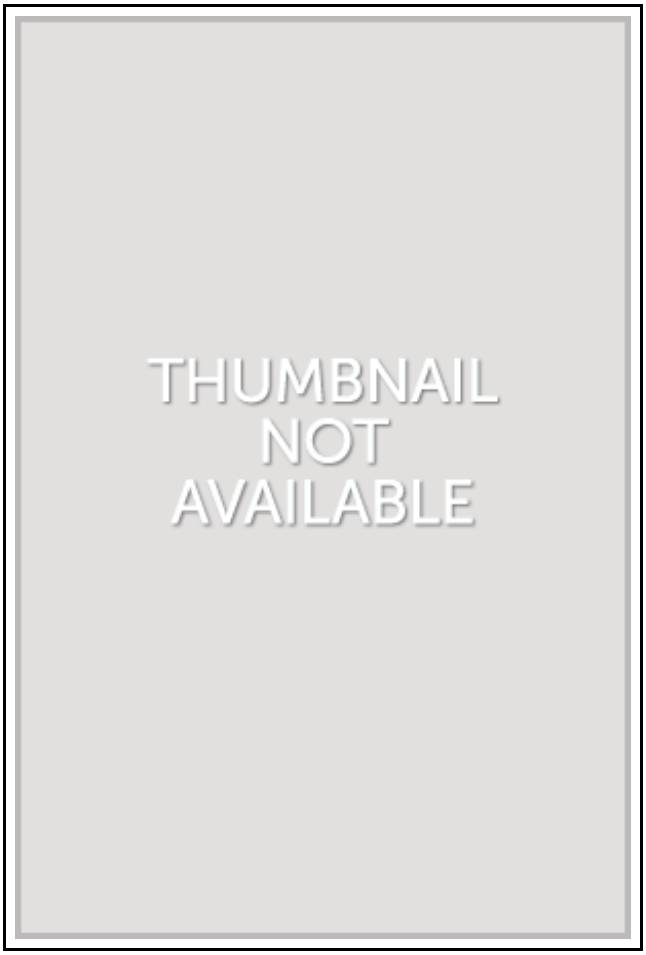
How to Become an Efficient Manager



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Reviews

Complete information! Its such a great study. It is probably the most amazing book i have got study. Once you begin to read the book, it is extremely difficult to leave it before concluding.
(Mr. Roger Luettgen III)

HOW TO BECOME AN EFFICIENT MANAGER

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Atlantic Publishers & Distributors (P) Ltd, 2009. Softcover. Book Condition: New. Managers are the inviolable and solid pillars of organisations on which depends the prosperity of the establishment they work for. With the privatisation policy of the Government of India, the number of organisations under the management of private ownership is on the increase, and in order to take such organisations to the zenith of efficiency, competent managers are the need of the day. The book How to Become an Efficient Manager deals with the practical aspects on a number of matters which the managers ought to know in order to improve their skill-set and work with utmost efficiency and effectiveness. The essential attributes of a manager working in an organisation have been briefly explained in separate, self-contained chapters to give focused attention to each of the qualities such as creative ideas, team spirit, motivation, writing skill, leadership, cooperation, trustworthiness, ability to handle tough situations, among others. Many important issues, which the persons working in managerial capacity must know, have been discussed through questions and answers in a separate chapter. The book will be highly useful to the working managers and all those who have an ardent desire to become managers of organisations in their future career. Contents : Preface; 1. Who are Managers?; 2. Personality of a Manager; 3. Academic Qualification of a Manager; 4. Taking Judicious and Prompt Action and Having Capacity to Surmise Reaction to the Action Taken by a Manager; 5. How should a Manager Work?; 6. Responsibility of a Manager and its Effect on the Employees; 7. Creativity of Ideas of a Manager; 8. Instilling Team Spirit and Developing Motivation amongst the Employees; 9. Writing Skill of a Manager; 1. Courtesy and Manners; 11. Leadership Qualities of a Manager; 12. The Art of Influencing Others;...

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