

## What managers do

Allen, William Richard, 1924-, author

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### Abstrak

Techniques for better planning, organizing, directing, staffing and controlling. What Managers Do, Fourth Edition breaks your job as a manager down into its components?planning, organizing, staffing, directing, and controlling. As a result, you?ll be able to start every day with a sense of organization and control you never had before. You?ll see how everything you do fits into your overall role as a manager. This insight gives you a firmer grasp of the task at hand, making it easier to delegate effectively, motivate successfully, use time efficiently, and increase productivity substantially. You will learn how to: ? Use planning techniques that ensure smooth operations ? Organize a department for maximum productivity ? Staff in a way that matches jobs with talent ? Develop performance appraisal techniques that increase employee development ? Motivate employees to perform to their maximum potential. This is an ebook version of the AMA Self-Study course. If you want to take the course for credit you need to either purchase a hard copy of the course through amaselfstudy.