



The Principles and Practice of Administrative Management and Information Technology for Organisations with Important Tips on Managing People

By Bertrand Wong

Createspace, United States, 2013. Paperback. Book Condition: New. 279 x 216 mm. Language: English . Brand New Book ***** Print on Demand *****.In administering an office and people, we should be concerned about things such as the layout of the office, the equipment in the office, comfort of the people using the office and the efficiency of the work systems. This book provides plenty of practicable ideas for the aspiring administrative manager to tap on and he would be able to benefit much from these ideas when implementing them. Students sitting for the various management exams should also be able to benefit from the book. Having good concepts of administrative management is fine but being a good people management practitioner is something else. However, the very important job of managing people is a seemingly easy one which relatively few excel in. In the book are also important tips on managing people. The book includes an introduction by a successful businessman offering important views on business and management. This book has been given several rounds of publicity by the press.



READ ONLINE
[1.95 MB]

Reviews

Unquestionably, this is actually the greatest function by any author. I was able to comprehend every little thing using this created e ebook. Its been printed in an remarkably straightforward way which is merely following i finished reading this ebook in which in fact altered me, alter the way i think.

-- **Arianna Witting**

An exceptional book as well as the font used was exciting to read. It is actually rally intriguing through reading time. You will not sense monotony at anytime of the time (that's what catalogues are for about when you ask me).

-- **Crystel Hagenes**

Related eBooks



Do Monsters Wear Undies Coloring Book: A Rhyming Children s Coloring Book

Createspace Independent Publishing Platform, United States, 2015. Paperback. Book Condition: New. Mark Smith (illustrator). 279 x 216 mm. Language: English . Brand New Book ***** Print on Demand *****.A #1 Best Selling Children s Book Is Now A Coloring Book! Parents and...



I Learn, I Speak: Basic Skills for Preschool Learners of English and Chinese

Paraxus International, Inc., United States, 2012. Paperback. Book Condition: New. 279 x 216 mm. Language: English . Brand New Book ***** Print on Demand *****.Please go to // and shapes for some high resolution sample pages. Learn Chinese - Basic Skills for...



Skills for Preschool Teachers, Enhanced Pearson eText - Access Card

Pearson Education (US), United States, 2016. Online resource. Book Condition: New. 10th edition. 279 x 216 mm. Language: English . Brand New Book. NOTE: Used books, rentals, and purchases made outside of Pearson If purchasing or renting from companies other than Pearson,...



From Out the Vasty Deep

Createspace Independent Publishing Platform, United States, 2015. Paperback. Book Condition: New. 279 x 216 mm. Language: English . Brand New Book ***** Print on Demand *****.Love, ghosts, mystery and a sense of impending horror are the ingredients of this story which is...



Jape the Grape Ape from Outer Space Episode Three: Who Stole the Stars?

AUTHORHOUSE, United States, 2007. Paperback. Book Condition: New. Erik Rodenhiser (illustrator). 279 x 216 mm. Language: English . Brand New Book ***** Print on Demand *****. This book is hysterically funny; I love it. I love Jape s sense of humor. He...



Fifty Years Hence, or What May Be in 1943

Createspace, United States, 2015. Paperback. Book Condition: New. 279 x 216 mm. Language: English . Brand New Book ***** Print on Demand *****. Fifty Years Hence is a quasi-fictional work by Robert Grimshaw, a professional engineer, with the intent of making a...