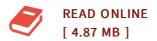




Learn Management Skills for Libraries and Information Agencies (International Edition)

By Bob Pymm

Totalrecall Publications Mrz 2016, 2016. Taschenbuch. Book Condition: Neu. 297x210x10 mm. This item is printed on demand - Print on Demand Neuware - Learn Management Skills for Libraries and Information Agencies By Dr. Bob Pymn A Practical Study Guide For New Or Busy Managers In Libraries And Other Information Agencies Learn Management Skills for Libraries and Information Agencies provides a concise, practical workbook to support busy managers. It is intended for those on the front lines, facing the challenge of supervising a busy work environment but aware they need to delve a little deeper into management issues to gain a broader understanding of why some approaches work and some do not. It is a basic introduction to established management principles and practices for library students and for library and information agency staff embarking on their first supervisory roles. The author covers management functions; operational, strategic and event planning; human resource management including team building and managing change; financial and marketing management; security issues; and managing self. Ample use is made of scenarios, often based on real life incidents, to illustrate useful management skills or how to apply management theory to a particular situation. Included are plentiful, clear explanations, examples and...



Reviews

Absolutely among the finest book We have at any time read through. We have read through and that i am sure that i will going to read once more again later on. I found out this book from my i and dad suggested this book to find out.
-- Alford McClure

I actually started reading this article ebook. It is actually packed with knowledge and wisdom Its been printed in an remarkably simple way and it is only after i finished reading this pdf where in fact modified me, alter the way i believe.
-- Prof. Uriel Witting