



## 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...



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