

Series preface

Whether you are a tutor/trainer or studying management development to further your career, Management Extra provides an exciting and flexible resource helping you to achieve your goals. The series is completely new and up-to-date, and has been written to harmonise with the 2004 national occupational standards in management and leadership. It has also been mapped to management qualifications, including the Institute of Leadership & Management's middle and senior management qualifications at Levels 5 and 7 respectively on the revised national framework.

For learners, coping with all the pressures of today's world, Management Extra offers you the flexibility to study at your own pace to fit around your professional and other commitments. Suddenly, you don't need a PC or to attend classes at a specific time – choose when and where to study to suit yourself! And, you will always have the complete workbook as a quick reference just when you need it.

For tutors/trainers, Management Extra provides an invaluable guide to what needs to be covered, and in what depth. It also allows learners who miss occasional sessions to 'catch up' by dipping into the series.

This series provides unrivalled support for all those involved in management development at middle and senior levels.

Reviews of Management Extra

I have utilised the Management Extra series for a number of Institute of Leadership and Management (ILM) Diploma in Management programmes. The series provides course tutors with the flexibility to run programmes in a variety of formats, from fully facilitated, using a choice of the titles as supporting information, to a tutorial based programme, where the complete series is provided for home study. These options also give course participants the flexibility to study in a manner which suits their personal circumstances. The content is interesting, thought provoking and up-to-date, and, as such, I would highly recommend the use of this series to suit a variety of individual and business needs.

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At last, the complete set of books that make it all so clear and easy to follow for tutor and student. A must for all those taking middle/senior management training seriously.

Michael Crothers, ILM National Manager