



Business Management: Workbook

By -

International Labour Office. Paperback. Book Condition: new. BRAND NEW, Business Management: Workbook, This third in the "Improve Your Construction Business" series focuses on financial control and office administration, areas which are frequently neglected by contractors who are generally more interested in the technical aspects of building work. This workbook contains exercises in management and skill tests. The author demonstrates - by the use of specific tools such as cash-flow forecasts and business accounts - how to control and plan businesses, and offer good advice on workshop and office management. The handbook covers both financial and business management, and includes guidelines on the costing of plant and equipment, as well as an introduction to accounting and marketing and advice on efficient office organization.



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