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Project Management Essential Managers

DK Essential

Managers: Project Management is the visual guide that gives you all the know-how you need to be a more effective

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manager. Now newly updated with an all-new graphic approach

to explaining key techniques and skills,

the best-selling DK

Essential Managers:

Project Management

features: A practical,

"how-to" approach

teaches you the

project management

skills you need to

succeed. Step-by-

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step instructions, tips, checklists, and "Ask yourself" features

show you how to initiate projects and manage budgets.

Tables, illustrations, "in-focus" panels, and real-life case studies show you how to delegate effectively and evaluate success.

DK Essential

Managers: Project

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Essential

Managers

Management not only shows you how to plan, run, and monitor a project but also explains what to do if things go wrong.

Learn all you need to define project briefs, identify stakeholders, and build an effective project team with DK Essential Managers: Project Management.

About DK Essential

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Managers: The DK
Essential Managers

series covers a range of business and management topics and have sold more than 1.9 million copies worldwide. Each guide is clearly presented for ease of reference, with visual pointers, tips, and graphics. The handy pocket format slips

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Managers

easily into a briefcase or portfolio.

Are you looking to take the next step in your career? Can you manage yourself with ease, but need more confidence when managing others?

Achieving excellence as a manager requires a broad skillset, and The Essential Manager's

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Managers

Handbook provides easy-to-follow and engaging advice on the 6 key areas.

Nurture your confidence with managing people, leadership, achieving high performance, effective communication, presenting, and negotiating. With key quotes, bright visuals,

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and breakdowns by
subject, this book is

accessible and easy-

to-use. Interactive tips

and checklists will

encourage you to

note down your

thoughts, examining

past and present

workplace

experiences that you

can learn from. Expert

insights from

management

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professionals and
step-by-step

instructions will help

you understand how
to deal with

challenges and gain
valuable management
skills for life. This

accessible and clear
guide is packed with
practical, no-

nonsense information
covering everything
you need to know

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Essential

Managers

about acquiring and developing management skills.

Pick up The Essential Manager's Handbook for quick reference when you're in need of guidance or work through each section at your own pace to become the best manager you can be.

Series Overview: DK's Essential Managers

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Managers

series contains the know-how you need to be a more effective manager and hone your management style, covering a range of essential topics, from managing, coaching, and mentoring teams and individuals to time management, communication, leadership, and

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Manager's

strategic thinking.

Each guide is clearly presented for ease of reference, with visual pointers, tips, and infographics.

The practical e-guide to all of the skills you need to succeed as a leader. Discover how to improve your leadership skills by establishing a vision, inspiring others, and

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championing high
Essential
performance.

Essential Managers:

Leadership teaches
you how to focus your
energy, build
relationships, and
develop strategies for
success--as well as
how to lead in difficult
situations, such as
managing teams
remotely. Essential
Managers gives you a

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Managers

practical "how-to" approach with step-by-step instructions, tips, checklists, and "ask yourself" features showing you how to focus your energy, manage change, and make an impact.

Whether you want to develop new leadership tools or enhance your existing skills, this is the e-

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guide for you.

"Find out how to improve your project management skills by defining a project brief, identifying stakeholders and building a team. You'll learn to initiate a project, set deadlines and manage your budgets ... a practical 'how-to' approach with step-by-step

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instructions, tips,
checklists and 'ask

yourself' features

showing you how to

focus your energy,

manage change and

make an

impact"--Publisher's

description.

Planning, Organizing,

Evaluating

Essential Managers

Leadership

Project Management

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Management

for the Unofficial

Project Manager

Project Sponsorship

A FranklinCovey Title

The Essential

Manager's Handbook

Presenting

gives you the

tricks of the

trade to make

presentations

with

confidence. Use

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step-by-step
and "Ask

yourself"

features to

make a positive

impact with

your presentati

ons.Learn to

inspire trust

and confidence

with the help of

"In focus"

panels and case

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studies. Be expertly prepared, capture attention, and deliver your message.

The practical e-guide that gives you the skills to succeed as a project manager.

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Managers

Discover how to improve your project management skills by defining a project brief, identifying stakeholders, and building a strong team. You'll also learn useful tips for

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***initiating
projects, setting
deadlines, and
managing your
budgets.***

***Essential
Managers:***

***Project
Management***

***gives you a
practical "how-
to" approach
with step-by-***

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step

instructions,

tips, checklists

and "ask

yourself"

features

showing you

how to focus

your energy,

manage

complex

projects, and

make an

Download File

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Management

impact.

**Whether you're
new to project
management or
simply looking
to sharpen your
existing skills,
this is the e-
guide for you.**

**This brilliant
children's
encyclopedia is
informative,**

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***diverse in
subject matter,***

easy to read

and brimming

with ground-

breaking CGI

graphics that

make it a truly

immersive

reading

experience,

revealing the

world as you've

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*never seen it
before. An*

incredible,

educational

journey through

space and time

on planet Earth

and beyond.

This is the

perfect

educational

book for a

young explorer.

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***Experience the
Big Bang at the
beginning of
the universe
and travel
through our
world's rich
history right up
until the digital
world we live in
today. This
magnificent
general***

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**knowledge book
will entertain**

and educate. A

breath-taking

comprehensive

guide to planet

Earth and the

universe that is

guaranteed to

boost your

child's

brainpower. It

covers the

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Essential

Managers

***complexities of
space, science,
nature,
technology, art,
history, and
culture, which
are broken
down into bite-
sized chunks
supported by
statistics, maps,
timelines, and
cutting-edge***

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*graphics to
make even the*

*most complex
subjects easy to
understand.*

*Look inside an
Apollo*

*spacecraft, a
volcano, or the
body of a T-rex!
Learn about the
Big Bang and
the science*

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***behind
fireworks. Then
explore the
galaxies and
stars back to
Earth, and in
and around the
mechanics of
the human
body. This fully
updated edition
of Knowledge
Encyclopedia is***

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Managers

***the perfect fact
book for kids of
all ages to go
on an adventure
through its
pages. Explore,
Discover And
Learn! Spend
quality time
exploring our
universe,
accompanied by
impressive***

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**visuals to
engage their
senses.**

***Discover the
mysteries of
Tutankhamun's
tomb, what
powers
tsunamis,
tornadoes, and
earthquakes or
witness the
birth of a star***

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Managers

***in all its glory
and learn about
the secrets held
in our DNA. You
can also go
back in time to
the building of
the Great Wall
of China or
walk the
scarred
battlefields of
two World***

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Wars.

Knowledge

Encyclopedia

uncovers the

marvels of our

world in

unprecedented

detail and with

stunning

realism. This

kid's

educational

book opens the

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***world in new
ways through: -***

Amazing

insights into

space and the

universe -

Interesting

facts about

Earth - A closer

look at nature -

Diving into the

human body -

The amazing

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world of science

- Our world's

history

Knowledge

Encyclopedia is

part of a

children's

encyclopedia

set forming the

Knowledge

Encyclopedia

educational

series.

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Complete this collection of books for kids to keep your little ones entertained while learning more about the world around them. This series includes Knowledge Encyclopedia

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***Dinosaur!,
History!,
Space!, Ocean!***

and more.

Project

management

dates back to

the 19th

century when

Henry Gantt

developed

techniques for

planning and

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**controlling
projects,**

including his

widely used

Gantt chart.

**The growth of
modern project
management
later in the
century came as
a result of the
necessity of
structured**

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Essential

Managers

***manufacturing,
transportation,
and***

***construction
industries.***

***Currently,
software***

***developers in
the information
technology (IT)
industry are***

***concerned with
the techniques***

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Management

*of project
management*

which make the

assumption

projects are

predictable. In

reality,

unforeseen

changes have

occurred in

almost all

projects to date.

The inability to

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Management

Essential

Managers

***accommodate
such changes
leads to wasted
time, money,
and resources.
Hence, the
project
management
discipline must
continuously
offer theories,
methods, and
approaches that***

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Essential

Managers

***raise the key
question: how
do people
manage the
complexities of
work in order to
achieve the end
result
effectively and
efficiently by
applying
strategic
techniques***

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using

information

technology as

an enabler?

This book aims

to showcase the

nuts and bolts

of managing

and

implementing

an IT project

from the

experiences and

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views of project managers. The book highlights captivating narratives of different IT projects being implemented in companies across the Middle East. It is ideal for executives,

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***practitioners,
and students***

who want to

learn more

about how IT

project

management is

implemented in

the 21st

century.

Creativity,

Culture,

Concepts,

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***Process,
Implementation***

The Digital

Project

Management

Evolution

The Feminism

Book

A Guide to the

Project

Management

Body of

Knowledge

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(PMBOK®

Guide) -

Seventh Edition

and The

Standard for

Project

Management

(RUSSIAN)

The Essential

Guide to

Managing a

Government

Project

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***DK Essential
Managers***

**Manage your
workload, delegate
effectively, motivate
your staff, and get
the job done with
Essential Managers:
Project
Management. An
update of one of the
most popular
Essential Managers
titles, this book**

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Essential
Management
will carry the same
livery on the jacket,

but will have new

text and a

completely modern,
updated design.

Peter Hobbs is a
staff development
trainer specializing
in project
management.

Project

Management Dorling

Kindersley Ltd

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Think outside the box and get results with DK Essential

Managers:

Innovation. This book will give you all the tools you'll need to succeed.

The practical guide to all of the skills you need to succeed as a leader.

Discover how to improve your

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**leadership skills by
establishing a
vision, inspiring
others, and
championing high
performance.**

**Essential Managers:
Leadership teaches
you how to focus
your energy, build
relationships, and
develop strategies
for success--as well
as how to lead in**

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Essential

Management

difficult situations, such as managing teams remotely. In a slim, portable format, Essential Managers gives you a practical "how-to" approach with step-by-step instructions, tips, checklists, and "ask yourself" features showing you how to focus your energy,

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**manage change,
and make an**

impact. Whether you

want to develop new

leadership tools or

enhance your

existing skills, this

is the guide for you.

How to Launch,

Lead, and Sponsor

Successful Projects

DK Essential

Managers:

Presenting

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**HBR Guide to
Essential**

**Project
Management (HBR
Guide Series)**

DK Essential

Managers:

Leadership

Big Ideas Simply

Explained

Listening,

Presenting, Giving

Feedback

Managing the

Unknown offers

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*a new way of
looking at the
problem of*

managing

projects in

novel and

unknown

environments.

From Europe's

leading

business

school, this

book shows how

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Essential

Managers

*to manage two
fundamental
approaches
that, in
combination,
offer the
possibility of
coping with
unforeseen
influences that
inevitably
arise in novel
projects: **

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Essential

Managers

*Trial-and-Error Learning allows for redefining the plan and the project as the project unfolds **

Selectionism pursues

multiple,

independent

trials in order

to pick the

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Management

Essential
Managing

Managers
the Unknown

*best one at the
end offers expert
guidelines to
the specific
project*

*mindsets, infra
structures, and
management
methods*

*required to use
these project*

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management

Essential

approaches and

Managers

achieve success

in spite of

unforeseen

obstacles. This

book equips

*readers with: **

Causal

explanations of

why

unforeseeable

factors in

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Management

novel projects

make

traditional

project

planning and

project risk

management

*insufficient **

Directly

applicable

management

tools that help

managers to

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Management

Essential

Managers

*guide novel and
high-
uncertainty
projects * Real-
world case
studies of both
successful and
unsuccessful
approaches to
managing high
uncertainty in
novel projects
Exploring more*

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Essential

Managers

*than 100 of the
most important
ideas,*

organizations,

and events to

have defined

the feminist

movement, this

is an essential

introduction to

feminism. The

latest entry in

DK's

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Managers

*bestselling Big Ideas series,
The Feminism Book is a complete study of feminism. Trace the subject from its origins, through the suffrage campaigns of the late 19th*

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Managers

century, to
recent

developments
such as the
Everyday Sexism
Project and the
#MeToo
movement.

Examine the
ideas that
underpin
feminist
thought through

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crucial figures, from Simone de Beauvoir to Chimamanda Ngozi Adichie, and discover the wider social, cultural, and historical context of their impact.

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Management Essential Managers

*Find out who
campaigned for
birth control,
when the term "
intersectionali
ty" was coined,
and what
"postfeminism"
really means in
this
comprehensive
book. Using the
Big Ideas*

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Management

series'

trademark

*combination of
authoritative,
accessible text
and bold
graphics, the
most*

*significant
concepts and
theories have
never been
easier to*

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Essential

Managers

understand.

Packed with

inspirational

quotations, eye-

catching

infographics,

and clear

flowcharts, The

Feminism Book

is a must-have

for anyone with

an interest in

the subject.

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Managers

*Learn to speak
persuasively,
enthuse your
audience, and
sell with
confidence with
Essential
Managers:
Selling. This
book offers
master tips and
techniques for
successful*

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Managers

*selling. Eric
Baron is an
Associate*

*Professor of
Marketing at
Columbia*

*Business School
and the CEO of
Baron Group, a
sales and
marketing
training
consultancy. He*

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Managers

*is also author
of Selling is a
Team Sport. For
more on Eric
and his*

*company, visit
himon the web
at: [www.barongr
oup.com](http://www.barongroup.com)*

*Learn how to
define develop
and implement a
dynamic*

Download File PDF Project Management

*business
strategy with
Strategic*

*Thinking. This
concise and
informative
guide shows you
how to plan
short and long-
term
objectives, how
to put together
the right team*

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Management
Essential
Managers

*for the right
job, how to
communicate
your vision and
how to maintain
a flexible
approach by
monitoring past
performance and
predicting
future trends.
It covers the
essential tools*

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*of strategic
management from*

SWOT analysis

and feasibility

studies to

budgeting

forecasts to

help give you a

competitive

edge in today's

fast-moving

business world.

The Essentials

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Management
of Project
Essential
Management
Managers

*Motivating
People*

*What to Do When
Everyone Looks
to You*

*How to Thrive
in the Global
Information
Jungle*

How to Manage
Page 76/205

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Projects

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Managers

**Whether you're
eager to learn how
to manage people
or are an
experienced
professional
aspiring to enhance
your effectiveness
as a manager, this
practical guide is
the ideal**

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Management

companion. DK

Essential

Managers:

Managing People

starts by helping

you understand

yourself and

making you self-

aware - an

invaluable

predecessor to

managing others

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**and getting the best
from them. Find
out how to improve**

your people

management skills

by learning how to

motivate staff,

improve

performance, and

create positive

relationships.

You'll learn to

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Essential

Managers

**build confidence,
communicate
clearly, and
establish trust.**

**Statistics, brief case
studies, and
colorful graphics
and charts help you
navigate the path
towards
successfully
managing people,**

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Essential

Managers

**whether for a small
retailer or a
Fortune 500**

**company. This
indispensable
volume is part of
DK's Essential
Managers series
that offers the
know-how you need
to be a more
effective manager**

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**and hone your
management style.**

Essential

**In a slim, portable
format, DK**

format, DK

Essential

Managers:

Managing People

gives you a

practical "how-to"

approach with step-

by-step

instructions, tips,

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Management

**checklists, and "ask
yourself" features
that show you how**

to focus your

energy, manage

change, and make

an impact. About

DK Essential

Managers: The DK

Essential Managers

series covers a

range of business

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and management

Essential
topics and have

Managers
sold more than 1.9

million copies

worldwide. Each

guide is clearly

presented for ease

of reference, with

visual pointers,

tips, and graphics.

The handy pocket

format slips easily

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Essential

Managers

into a briefcase or portfolio.

Whether you are taking your first steps in project management or looking to brush up your skills to be a more effective manager, this practical guide is the perfect business

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Essential

Managers

companion. Project

Management is

systematically

divided into

theoretical and

practical

knowledge. Start

your journey by

going over what is a

project, its

different elements,

and how to set up a

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project. Learn

Essential
practical
Managers
management skills

**such as delegation,
communication,**

and evaluation. All

this is supported

with statistics, brief

case studies, and

colorful graphics

and charts that

make learning even

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Management

more interesting.

Essential

This indispensable

Managers

volume is part of

DK's Essential

Managers series

that offers the

know-how you need

to be a more

effective manager

and hone your

management style.

In a slim, portable

Download File

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Management

format, Project

Essential

Management gives

Managers

you a practical

"how-to" approach

with step-by-step

instructions, tips,

checklists and "ask

yourself" features

that show you how

to focus your

energy, manage

change, and make

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Management

an impact.

Essential

**The role of project
sponsor is critical**

in large projects

during the

development of the

business case, for

governance and

assurance and as

the person who

decides that the

project should

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Essential

Managers

continue or close at any stage. Yet in many organizations the skills of the sponsor are often assumed; he or she will be a senior manager who may well have no practical project experience at all.

David West

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**explains the roles
and skills that lie at
the heart of**

effective

sponsorship. The

sponsor acts as a

lynch-pin between

the Board and the

Project Manager,

communicating and

translating

requirements

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Essential

Managers

downwards and resource needs, progress and constraints back upwards. An over-zealous sponsor may be tempted to assume some of the project manager's responsibilities, whilst an ineffective sponsor may be

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**invisible, leaving
the project
manager**

Essential
Managers

**uninformed by, and
unrepresented to,
the Board. Project
Sponsorship
includes exercises,
examples and case
histories from the
real world of
projects. It is an**

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Management

**essential guide for
anyone assuming
the important role**

**of managing the
business case of the
project and will
help you ensure
that the**

**organization is
'doing the right
things' as well as
'doing things right'.**

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Many managers

are poorly

equipped to

succeed in the years

to come because

their knowledge

base is too narrow

and the

environment they

must operate in is

becoming too

complex. They are

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Essential

Managers

**fed insights and
facts on ever-
narrower topics at
work, through
business
publications, and
often at university.
Their world is
becoming so
complex that they
need to broaden
their appreciation**

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Essential

Managers

**for how business is
evolving in ways
that are not
normally
considered. The
primary objective
of this book is to
make readers-
primarily
managers-aware of
the critical features
of the evolving**

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Essential

Managers

workplace in which they must succeed.

A second objective is to define many of the behavioral attributes managers need to thrive in the evolving environment described in this book.

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Handbook

DK Essential

Managers: Selling

Harvard Business

Review Project

Management

Handbook

Strategic Thinking

DK Essential

Managers:

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Innovation

A New Approach to

Managing High

Uncertainty and

Risk in Projects

The practical e-guide that gives you the tools to improve your people-management skills.

Discover how to improve your skills

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Management

Essential
by learning how to
motivate staff,

Managers
improve

performance, and

create positive

relationships. Learn

to build confidence,

communicate

clearly, and

establish trust for

navigating situations

such as giving

feedback, settling

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conflicts, and
managing teams

remotely. Essential

Managers gives you

a practical "how-to"

approach with step-

by-step instructions,

tips, checklists, and

"ask yourself"

features showing

you how to focus

your energy,

manage through

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Essential

Managers

periods of change,
and make an
impact. Whether
you're new to
people management
or looking to
enhance your
existing skills, this is
the e-guide for you.
No project
management
training? No
problem! In today's

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workplace,
employees are

routinely expected
to coordinate and
manage projects.

Yet, chances are,
you aren't formally
trained in managing
projects—you're an
unofficial project
manager.

FranklinCovey

experts Kory Kogon,

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Management

Suzette Blakemore,
and James Wood

Essential
Managers

understand the
importance of
leadership in project
completion and
explain that people
are crucial in the
formula for success.

Project

Management for the
Unofficial Project

Manager offers

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practical, real-world
Essential
insights for effective
Managers
project management

and guides you

through the

essentials of the

people and project

management

process: Initiate

Plan Execute

Monitor/Control

Close Unofficial

project managers in

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any arena will
benefit from the
accessible,

engaging real-life
anecdotes,

memorable "Project
Management

Proverbs," and

quick reviews at the
end of each chapter.

If you're struggling
to keep your
projects organized,

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Essential

Managers

this book is for you.

If you manage

projects without the

benefit of a team,

this book is also for

you. Change the

way you think about

project management

—"project manager"

may not be your

official title or

necessarily your

dream job, but with

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Managers

the right strategies,
you can excel.

The four new guides
in this best-selling
series are ideal for
managers at every
level. These
compact references
-- the most
accessible single-
subject business
guides on the
market --

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demonstrate
techniques and

skills useful in any
work environment.

An update of one of
the most popular
Essential Managers
titles, Leadership
will show you how to
guide and mentor
your staff in order to
get the best out of
them. Part of the

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best-selling
Essential Managers
Managers series, this book will
carry the same
livery on the jacket,
but will have new
text and a
completely modern,
updated design.

The Book of
Management
Everything You
Need to Know about

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how Business and
Management Work

The Making of a
Manager

Project

Management,

Planning and

Control

Solving the Most

Common People

Problems for Team

Leaders

Manager's

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Handbook

Essential

PMBOK® Guide is

the go-to resource

for project

management

practitioners. The

project management

profession has

significantly evolved

due to emerging

technology, new

approaches and

rapid market

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*changes. Reflecting
this evolution, The*

*Standard for Project
Management*

enumerates 12

*principles of project
management and*

the PMBOK®

Guide &– Seventh

*Edition is structured
around eight project*

performance

domains. This

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Essential

Managers

edition is designed to address practitioners' current and future needs and to help them be more proactive, innovative and nimble in enabling desired project outcomes. This edition of the PMBOK® Guide:•Reflects the

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Management

*full range of
development*

approaches

(predictive,

adaptive, hybrid,

etc.);•Provides an

entire section

devoted to tailoring

the development

approach and

processes;•Includes

an expanded list of

models, methods,

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Management

and

*artifacts; • Focuses
on not just*

delivering project

outputs but also

enabling outcomes;

and • Integrates with

PMI standards+™ for

information and

standards

application content

based on project

type, development

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Management

*approach, and
industry sector.*

*A comprehensive
book on project
management,
covering all
principles and
methods with fully
worked examples,
this book includes
both hard and soft
skills for the
engineering,*

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*manufacturing and
construction*

*industries. Ideal for
engineering project
managers*

*considering
obtaining a Project
Management*

*Professional (PMP)
qualification, this
book covers in*

*theory and practice,
the complete body*

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*of knowledge for
both the Project*

Management

Institute (PMI) and

the Association of

Project

Management

(APM). Fully aligned

with the latest 2005

updates to the exam

syllabi, complete

with online sample

Q&A, and updated

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Essential

Managers

to include the latest revision of BS 6079 (British Standards Institute Guide to Project Management in the Construction Industry), this book is a complete and valuable reference for anyone serious about project management.

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â€¢ *The complete
body of knowledge
for project*

management

*professionals in the
engineering,*

*manufacturing and
construction sectors*

â€¢ *Covers all hard
and soft topics in
both theory and
practice for the
newly revised PMP*

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and APMP

Essential

*qualification exams,
along with the latest*

revision of BS 6079

standard on project

management in the

construction

industry €Written

by a qualified PMP

exam accreditor and

accompanied by

online Q&A

resources for self-

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PDF Project
Management
testing

The fourth edition of Essentials of Project Management is the complement to Dennis Lock's comprehensive, and encyclopaedic textbook; Project Management (now in its Tenth Edition). Essentials provides a concise account of

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Management

*the principles and
techniques of*

project

management,

designed to meet

the needs of the

business manager

or student. Using

examples and

illustrations, the

author introduces

the key project

management

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Management

procedures and explains clearly how and when to use

them. More people than ever before need to understand the basic processes, language and

purpose of project working. Essentials of Project

Management remains the ideal

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*text for anyone new
to project working,
including; senior*

*managers, project
sponsors,*

stakeholders or

students studying

project management

as part of a wider

business

qualification or

degree.

This covers

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Management

*everything you need
to know to*

successfully

manage a

government

technology services

or development

project. Mike uses

an easy-to-read

style of writing as

opposed to the

more typical

business book

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Management

mumbo jumbo. In other words, he makes project management simple and readable so PMs don't just put yet another book on their bookshelf.

Most noteworthy, this book complements the material in the PMBOK and is

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*Management
Essential
Managers*

*consistent with
CMMI. Topics
include: project
planning, project
initiation, project
execution,
monitoring and
control, project
close-out, risk
management,
customer
relationship
management,*

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Essential

Managers

*quality assurance
and contract growth.*

*Over 150 pages of
lessons learned,
guidance, templates
and checklists.*

*Lisagor is the Chief
Knowledge Officer
at GovFlex.com --
the leading online
freelance exchange
for government
contractors &*

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Managers

agencies to acquire the services of independent experts. He also founded Celerity Works in 1999 to provide business development (BD) and project management advisory services where he advised over 70 contractors

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*and agencies and
coached over 500*

executives, project

managers and BD

professionals. Prior

to that, Mike was a

business

development and

operations

executive for IT

contractors for 13

years and a project

manager for 15

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years. Mike

presented

numerous popular

knowledge webinars

and wrote hundreds

of columns for

government

contractors

magazines, blogs &

news stations. Mike

implemented the

project management

process and training

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*program for several
government*

*contractors. He also
developed the risk
management*

*process and training
for GSA FEDSIM for
their IT acquisition*

*programs. Mike is
the author of several
popular books*

*including Winning
and Managing*

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Government

Essential

Managers
Business and, with
GovFlex CEO Eric

Adolphe, How to

Develop a Winning

Small Business

Innovation Proposal.

It's Mike's belief that

while invaluable,

PMI training is often

too theoretical and

complex for most

new project

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Management

*managers to
remember. Once*

*they get thrown into
their first project, all
this knowledge falls
by the wayside. The
purpose of this*

*Guide is to bridge
this gap...to provide
a useful reference
for planning and
managing a
successful project to*

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completion. In other words, the

essentials and nothing but the essentials!

The Essential Manager

DK Essential

Managers: Effective Communication

A Practical Guide to the Most Popular

Agile Process

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*Project
Management
Leadership
Negotiating
A practical
guide to
effective
communication
that will give
you the
information and
skills to
succeed. Find*

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*out how to
improve your
communication*

*skills by
learning to
understand your
audience,
communicate
strategically,
and discover
which delivery
approach is
right for you.
You'll develop*

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Management

confidence,
learn to listen

effectively, and

give and receive

helpful

feedback. This

guide includes

tips, dos and

don'ts, and "In

Focus" features

on what to do in

a particular

situation, plus

real-life case

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studies

Essential

demonstrate how

Managers

to plan a

speech, select

the right visual

support, and use

body language.

Read it cover-to-

cover, or dip in

and out of

topics for quick

reference.

This is a

comprehensive

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*guide to Scrum
for all (team
members,*

*managers, and
executives). If
you want to use
Scrum to develop
innovative
products and
services that
delight your
customers, this
is the complete,
single-source*

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Essential

Managers

*reference you've
been searching
for. This book
provides a
common
understanding of
Scrum, a shared
vocabulary that
can be used in
applying it, and
practical
knowledge for
deriving maximum
value from it.*

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*Are you
overwhelmed by*

project

management

jargon?

Interested in

developing a

project

management

career, but

bewildered by

the plethora of

costly courses

and

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qualifications?

*Then this is the
book for you.*

*How to Manage
Projects*

*explains the
fundamentals of
this essential
skill in a
clear, practical
and accessible
way, making it
the perfect
introduction to*

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Managers

*managing better
projects in your
current role, or
even that first
step to
developing a
professional
career as a
project manager.
Brand new for
2019, the latest
addition to
Kogan Page's
bestselling*

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Management

Essential
series features

practical

exercises and

top tips, and

takes you

through

successfully and

confidently

managing a

project from

conception to

completion.

Essential

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*reading for
anyone who wants*

to manage their

own projects

well without all

the unnecessary

jargon, How to

Manage Projects

makes this vital

skill easily

accessible with

one handy, easy-

to-use book. The

Creating Success

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series of

books... Unlock

vital skills,

power up your

performance and

get ahead with

the bestselling

Creating Success

series. Written

by experts for

new and aspiring

managers and

leaders, this

million-selling

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*collection of
accessible and*

empowering

*guides will get
you up to speed
in no time.*

*Packed with
clever thinking,
smart advice and
the kind of
winning*

*techniques that
really get
results, you'll*

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Management

*make fast
progress,
quickly reach
your goals and
create lasting
success in your
career.*

*The one primer
you need to
launch, lead,
and sponsor
successful
projects. We're
now living in*

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Essential
Managers

*the project
economy. The
number of
projects
initiated in all
sectors has
skyrocketed, and
project
management
skills have
become essential
for every leader
and manager.*

Still, project

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Essential

Managers

failure rates remain extremely high. Why?

Leaders oversee too many projects and have too little visibility into them. Project managers struggle to translate their hands-on, technical

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Essential

Managers

knowledge up to senior management. The result? Worthy projects are starved of time and resources and fail to deliver benefits, while too much investment goes into the wrong projects. To

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*compete in the
project economy,*

you need to

close this gap.

The HBR Project

Management

Handbook shows

you how. In this

comprehensive

guide, project

management

expert Antonio

Nieto-Rodriguez

presents a new

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Management

and simple

framework that

will increase

any project's

likelihood of

success. Packed

with case

studies from

many industries

worldwide, it

will teach you

how to manage

your

organization's

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*projects,
strategic*

*programs, and
agile*

*initiatives more
effectively and
push the best
ones ahead to
completion.*

*Timeless yet
forward-looking,
this book will
help you win in
the project-*

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*driven world. In
the HBR Project
Management*

*Handbook you'll
find: Everything
you need to know
about project
management in
practical,
nontechnical
language A
definitive
taxonomy of
project types,*

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from product

launches to

digital

transformations

to megaprojects

A road map for

becoming an

effective

project leader

and executive

sponsor A new,

simple, and

universal

project

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Managers

*framework, the
Project Canvas,
that breaks down
any project into
essential
building blocks
that can be
easily
understood by
all project
stakeholders
Original
concepts and
exclusive case*

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Management

Essential
studies from
public- and

private-sector

organizations

worldwide You'll

learn: A common

language for

project managers

and executives

to run

successful

projects across

your

organization

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Managers

*When to use
agile,
traditional, or
hybrid methods
in your projects*

*The twelve
principles of
successful
projects,
including
purpose,
agility, and a
focus on
outcomes*

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Management

*Techniques for
selecting and
advancing the
best projects
and managing a
strategic and
balanced project
portfolio How
today's projects
will help
address some of
the most
pressing global
trends,*

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including
automation,

sustainability,

diversity, and

crisis

management Why

project

management

needed to be

reinvented and

what the future

holds HBR

Handbooks

provide

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*ambitious
professionals
with the*

*frameworks,
advice, and
tools they need
to excel in
their careers.*

*With step-by-
step guidance,
time-honed best
practices, and
real-life
stories, each*

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*comprehensive
volume helps you*

to stand out

from the

pack—whatever

your role.

An Essential

Guide for Those

Sponsoring

Projects Within

Their

Organizations

Motivating,

Delegating,

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Appraising

Knowledge

Encyclopedia

Essential Case

Studies from

Organisations in

the Middle East

Managing

Engineering,

Construction and

Manufacturing

Projects to PMI,

APM and BSI

Standards

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**The Ultimate
Essential
Visual Guide to
Successful
Management**

*The management
guide that gives you
the skills you need to
succeed Managers at
any level must master
a wide range of
business and personal
skills in order to*

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*succeed. Originally
published as part of
the Essential
Managers*

*Managers series, The
Book of Management
covers everything you
need to know to
perfect 10 core
management skills,
all in one place.*

*Tables, illustrations
and 'In Focus' panels*

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on what to do in any

Essential

situation, plus real-

Managers

life case studies

demonstrate how to

maximise the benefits

of creative

management for

yourself, your staff

and your clients,

conceive new ideas,

develop new products

and implement new

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practices. Completely

versatile; read The

Book of Management

cover-to-cover, or dip

in and out of topics

for quick reference.

Instant Wall Street

Journal Bestseller!

Congratulations,

you're a manager!

After you pop the

champagne, accept

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the shiny new title,

and step into this

thrilling next chapter

of your career, the

truth descends like a

fog: you don't really

know what you're

doing. That's exactly

how Julie Zhuo felt

when she became a

rookie manager at the

age of 25. She stared

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Essential
Managers

at a long list of logistics--from hiring to firing, from meeting to messaging, from planning to pitching--and faced a thousand questions and uncertainties.

How was she supposed to spin teamwork into value? How could she be a

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good steward of her reports' careers?

Essential
Managers

What was the secret to leading with confidence in new and unexpected situations? Now, having managed dozens of teams spanning tens to hundreds of people, Julie knows the most

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*important lesson of
all: great managers
are made, not born.*

*If you care enough to
be reading this, then
you care enough to be
a great manager. The
Making of a
Manager is a modern
field guide packed
everyday examples
and transformative*

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*insights, including: **

*Essential
Managers*
*How to tell a great
manager from an*

average manager

(illustrations

*included) * When*

you should look past

an awkward

interview and hire

*someone anyway **

How to build trust

with your reports

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Managers

*through not being a boss * Where to look when you lose faith and lack the answers Whether you're new to the job, a veteran leader, or looking to be promoted, this is the handbook you need to be the kind of manager you wish you had.*

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Zachary Wong
Essential
offers practical

Managers
strategies, skills, and

tools to help project

managers diagnose

and solve their

toughest people

problems. Based on

decades in the

trenches, the book

shows how to

confront and correct

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bad behavior,

Essential
increase team

Managers
performance and

inclusion, turn

around difficult

people and poor

performers, get

people to do what you

want them to do,

boost employee

motivation and

attitude, reduce

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change resistance and

Essential

risk aversion, and

Managers

manage difficult

bosses. Wong believes

that the best team

leaders are problem-

solvers and

facilitators, so this

book provides

problem-solving

models and tools to

diagnose people

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problems, and

facilitative methods,

processes, and

techniques to correct

them. It's an

approach that can be

personalized to fit

any person or

situation. Each skill is

explained with a well-

balanced mix of case

stories, examples,

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*strategies, processes,
tools, and techniques
along with*

*illustrations, graphics,
tables, and other
visuals to clarify key
concepts and their
workplace*

*application. To
reinforce the most
important learnings,*

Wong includes a

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Essential

Managers

*“Memory Card” and
“Skill Summary” at
the end of each
chapter. Nothing is
harder than leading
people and managing
project teams. Being
successful takes a
combination of
knowing human
psychology,
organizational*

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Management
Essential
Managers

*behaviors, and
human factors;
having supervisory,
process, and
communication skills;
ensuring good
teamwork, high
integrity, and strong
leadership; and
having the ability to
integrate and apply
these skills to a*

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diverse work team.

The Eight Essential

Managers
People Skills for

Project Management

is designed for

individuals, team

leaders, and

managers who

oversee and

coordinate the daily

performance of

others and who are

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*seeking solutions that
they can apply
immediately.*

*This practical
handbook offers a
comprehensive guide
to efficient project
management. It
pursues a broad, well-
structured approach,
suitable for most
projects, and allows*

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newcomers,

Essential
experienced project

Managers
managers and

decision-makers to

find valuable input

that matches their

specific needs. The

Project Management

Compass guides

readers through

various sections of

the book; templates

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*and checklists offer
additional support.*

Essential
Managers

*The handbook's
innovative structure
combines concepts
from systems
engineering,
management
psychology, and
process dynamics.*

*This international
edition will allow to*

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share the authors'

Essential

experience gained in

Managers

many years of

project work and

over 2,000 project

management and

leadership seminars

conducted for BWI

Management

Education in Zurich,

Switzerland. This is

an excellent

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handbook for

*Essential
practical project*

*Managers
management in*

today's world. Prof.

Dr. Heinz Schelle,

Honorary Chairman

of the GPM (German

Project Management

Association) The

authors' many years

in practical

experience in setting

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up, implementing and

Essential

managing projects

Managers

shines through in this

book. The book also

reflects the current

trend towards

increased social

competence. I am

therefore pleased to

recommend this book

as a basis for

certification in

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project management.

Dr. Hans Knöpfel,

Honorary President

of the SPM (Swiss

Project Management

Association)

The Eight Essential

People Skills for

Project Management

Managing People

Essential Project

Management Skills to

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*Deliver On-time, On-
budget Results*

*What Every Project
Manager Should
Know*

*Structuring,
Rehearsing, Making
an Impact*

DK Essential

*Managers: Managing
People*

A comprehensive

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Essential
guide to modern-day
business concepts

and practices

furnishes

explanatory charts,

diagrams, and a

business directory

that reveal how

corporate

organizations

function, the role of

the manager, the art

of international

business

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Management,

A comprehensive

guide to modern-day

business concepts

and practices

furnishes

explanatory charts,

diagrams, and a

business directory

that reveal how

corporate

organizations

function, the role of

the manager, the art

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Management
Essential
Managers
of international
business

management, and
more. and more.

The practical e-
guide that gives you
the skills to succeed
at negotiating. DK's
Essential Managers
series contains the
know-how you need
to be a more
effective manager
and hone your

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management style.

Discover how to

improve your

negotiating skills by

defining your style,

preparing properly,

and designing your

meeting structure.

Essential Managers:

Negotiating teaches

you the tools you

need to build

relationships,

develop trust, and

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Essential

Managers

negotiate fairly, with handy tips on different negotiating styles and how to react to various scenarios. Essential Managers gives you a practical "how-to" approach with step-by-step instructions, tips, checklists, and "ask yourself" features showing you how to focus

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your energy,
Essential
manage change, and
Managers
make an impact.

Whether you're new
to negotiating, or
keen to enhance
your existing skills,
this is the e-guide
for you.

MEET YOUR
GOALS—ON TIME
AND ON BUDGET.

How do you rein in
the scope of your

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Managing

project when you've got a group of demanding stakeholders breathing down your neck? And map out a schedule everyone can stick to? And motivate team members who have competing demands on their time and attention? Whether you're managing

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your first project or
just tired of

improvising, this

guide will give you

the tools and

confidence you

need to define smart

goals, meet them,

and capture lessons

learned so future

projects go even

more smoothly. The

HBR Guide to

Project Management

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Essential
Managers

will help you: Build
a strong, focused
team Break major

objectives into
manageable tasks

Create a schedule
that keeps all the
moving parts under
control Monitor

progress toward
your goals Manage
stakeholders'

expectations Wrap
up your project and

Download File

PDF Project

Management

gauge its success

The World as You've

Never Seen It Before

DK Essential

Managers: Project

Management

Managing the

Unknown

Communicating,

Deadlines,

Budgeting,

Planning, Trouble-

Shooting

Essential Scrum