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ACCOUNTING FOR MANAGERS



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Project Management, Second Edition (Briefcase Books Series) Gary R. Heerkens, 2013-11-22 ON TIME ON BUDGET MANAGE EVERY PROJECT LIKE A PRO In today's environment of tight turnarounds and even tighter budgets the effective project manager is often considered the most valuable member of a workplace team Project Management Second Edition provides a step by step introduction to the tools and techniques necessary to successfully spearhead your next project This new edition has everything that made the original so popular plus it has been updated to reflect new principles and strategies in team building planning estimating costs managing project interfaces and more providing you with the kind of business savvy today's project manager is expected to possess Learn how to Stay on top of all aspects of your project process interpersonal and organizational Forge a spirit of cooperation and achievement among diverse team members Manage all the contingencies foreseen and unforeseen that come up in every project *Six Sigma for Managers, Second Edition (Briefcase Books Series)* Greg Brue, 2015-03-20 Unlock new levels of quality performance customer service and profits Written specifically for managers with little or no experience on the subject Six Sigma for Managers Second Edition provides step by step guidance and examples for implementing a Six Sigma initiative Written specifically for today's busy manager Briefcase Books feature eye catching icons checklists and sidebars to guide managers step by step through everyday workplace situations Updated with the latest in implementation strategies and tactics tips from insiders in the field and new stories and insights from the Six Sigma experiences of others Clear definitions of key management terms and concepts Practical advice for minimizing the possibility of error Examples of successful management Specific planning procedures tactics and hands on techniques Greg Brue is CEO of Six Sigma Consultants and is a master six sigma black belt **Manager's Guide to Virtual Teams** Kimball Fisher, Mareen Fisher, 2011-06-17 Get solid collaboration from team members in remote locations Globalization and new technologies have made team collaboration from distant geographical locations on the road from home or client sites even on the other side of the globe a routine part of business Managing these teams requires new skills and sensitivities to maximize team and organizational performance Emphasizing pragmatism over theory and offering helpful tips instead of vague observations Manager's Guide to Virtual Teams helps you bridge the communication gaps created by geographical separation and get peak performance from employees you rarely see You will learn how to Keep team members in remote locations motivated and involved Coach for peak performance via e mail telephone teleconference and videoconference Help widely scattered team members understand their contribution to the business Build consensus for decisions among virtual team members Learn effective communication and feedback techniques for enhancing team performance Briefcase Books written specifically for today's busy manager feature eye catching icons checklists and sidebars to guide managers step by step through everyday workplace situations Look for these innovative features to help you navigate each page Clear definitions of key terms and concepts Tactics and strategies for managing virtual teams Tricks of

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Managerial Accounting: Asia-Pacific Edition John Sands, Lanita Winata, Sophia Su, Maryanne Mowen, Don Hansen, Dan L. Heitger, 2018-10-01 Managerial Accounting is characterised by a strong pedagogical framework and a dynamic and practical approach that directly demonstrates how students can develop their careers in real life The text introduces students to the underlying concepts and applications of management accounting tools based on the traditional allocation approach and absorption costing method and uses Staircase exercises in each chapter to build knowledge and help learners to link the content between chapters as they progress through the book This title uses easy to understand student friendly language uncomplicated examples a logical discussion of concepts that matches student learning processes and clear visual explanations that support student understanding

Manager's Guide To Business Writing 2/E Suzanne D. Sparks FitzGerald, 2011-10-07 Write every business correspondence with speed precision and power The number one prerequisite for effective management is effective communication and writing is a critical part of it Simply put whether it s a quick e mail or a 20 page report your writing is a reflection of you and people will make judgments accordingly Manager s Guide to Business Writing Second Edition provides everything you need to give colleagues customers and other stakeholders the most information accurately and quickly Learn how to express yourself as a serious professional by writing everything with clarity quality and decisiveness Manager s Guide to Business Writing teaches you how to Know your audience and your purpose before you start writing Engage readers curiosity from the first sentence Compose instructions that are easy to understand and follow Write effectively on social media platforms and blogs Master the foundations of effective writing grammar sentence structure spelling and style Briefcase Books written specifically for today s busy manager feature eye catching icons checklists and sidebars to guide managers step by step through everyday workplace situations Look for these innovative features to help you navigate each page Clear definitions of key terms and concepts Tactics and strategies for applying writing skills to management issues Tricks of the trade for crafting clear and effective documents Examples of successful business writing Cautions for when things can go wrong in composing memos e mails and reports Practical advice for avoiding common errors Specific procedures for planning and executing your writing on the job

Manager's Guide to Effective Coaching, Second Edition Marshall Cook, Laura Poole, 2011-09-02 Boost productivity by making the switch from boss to COACH Effective managers know their job is to help employees succeed not to give them orders They create relationships that build collaboration and meaningful performance improvement These managers know that when they facilitate the success of their team members they facilitate their own success Effective Coaching teaches you practices you can use immediately to engender employee commitment and help employees gain the skills necessary to sustain and grow any type of organization You ll learn The attributes of a successful coach How to set up

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concepts framed within the context of one company C C Sports and its supply chain Through this example they ll learn fundamentals of how a business operates along with the type of decisions that managers must make on a daily basis Focus On mini chapters incorporate streamlined complete coverage of certain topics Reinforcing examples and exercises are also included to enable business professionals to assess their level of understanding before progressing to more advanced discussions

Manager's Guide to Mobile Learning Brenda J. Enders,2013-09-13 The ultimate guide to spearheading a mobile learning program Covers everything from the basics to working with developers and gaining stakeholder support Manager s Guide to Mobile Learning offers managers an overview of how to create implement and successfully use mobile learning platforms Written specifically for today s busy manager Briefcase Books feature eye catching icons checklists and sidebars to guide managers step by step through everyday workplace situations Proven tactics for creating implementing and successfully using mobile learning platforms Clear definitions of key management terms and concepts Practical advice for minimizing the possibility of error Examples of successful management Specific planning procedures tactics and hands on techniques Brenda J Enders is a consultant trainer public speaker and author in the field of mobile learning She is the President and Chief Learning Strategist of Enders Consulting LLC a St Louis Missouri based company [Manager's Guide to Employee Engagement](#) Scott Carbonara,2012-10-05 USE THE POWER OF EMPLOYEE ENGAGEMENT TO IGNITE PASSION PURPOSE AND PRODUCTIVITY IN EVERY MEMBER OF YOUR STAFF Successful managers understand that their job is to help employees do their best work not simply give orders The Manager s Guide to Employee Engagement shows leaders at all levels how to build relationships that support collaboration and drive meaningful performance improvement Learn how to Foster loyalty trust and commitment in all your employees Create a culture of positive thinking Empower employees to act as internal entrepreneurs Align employee and organizational values and goals Become the best boss ever without losing sight of business goals Learn how to make your employees engaged and successful and facilitate your own success at the same time Briefcase Books written specifically for today s busy manager feature eye catching icons checklists and sidebars to guide managers step by step through everyday workplace situations Look for these innovative design features to help you navigate through each page Clear definitions of key terms and concepts Tactics and strategies for engaging employees Tips for executing the tactics in the book Practical advice for minimizing the possibility of error Warning signs for when things are about to go wrong Examples of successful engagement tactics Specific planning procedures tactics and hands on techniques

Manager's Guide to Navigating Change Stephen Rock,2012-11-09 Lead your team through today s rapid changes The only guarantee in business is change All managers need to understand that they will either be buffeted by change or help shape it Knowing how to do that is the real test of leadership in today s organizational environments Manager s Guide to Navigating Change provides methods for managing risks and ensuring the organization continues to move forward through turbulence created by both internal and external events Learn how to Define what the

future looks like and communicate your vision to your staff Make large scale change sustainable by aligning your efforts and resources Align organizational and employee values missions and goals Leverage your resources to facilitate stakeholder buy in Enact your plan and measure results as you go Briefcase Books written specifically for today s busy manager feature eye catching icons checklists and sidebars to guide managers step by step through everyday workplace situations Look for these innovative design features to help you navigate through each page Key Terms Clear definitions of key terms and concepts Smart Managing Tactics and strategies for managing change Tricks of the Trade Tips for executing the tactics in the book Mistake Proofing Practical advice for minimizing the possibility of error Caution Warning signs for when things are about to go wrong For Example Examples of successful change management tactics Tools Specific planning procedures tactics and hands on techniques

Manager's Guide to Crisis Management Jonathan Bernstein,2011-11-11 Lead your Organization through any business crisis and emerge stronger than ever Manager s Guide to Crisis Management provides the basic skills and knowledge you need to deal with the crises that inevitably occur in any business or organization Covering every aspect of the topic from defining crisis management and policies to training for and responding to crises it helps you fully grasp any situation that threatens business careers and even lives Lead through any crisis smoothly and with minimal ramifications by mastering the most effective tactics including Planning for and training staff in crisis management Anticipating and preventing crises before they occur Managing the company s online reputation Addressing crises that affect multicultural stakeholders Creating effective crisis related messaging Knowing when to bring in a specialist About the Briefcase Books series Briefcase Books written specifically for today s busy manager feature eye catching icons checklists and sidebars to guide managers step by step through everyday workplace situations Look for these innovative design features to help you navigate through each page Key Terms Clear definitions of key terms and concepts Smart Managing Tactics and strategies for managing crises Tricks of the Trade Tips for executing the tactics in the book Mistake Proofing Practical advice for minimizing the possibility of error Caution Warning signs for when things are about to go wrong For Example Examples of successful crisis management Tools Specific planning procedures tactics and hands on techniques

Managerial Accounting Charles E. Davis,Elizabeth Davis,2011-08-09 Realizing that most students in an introductory managerial accounting course are not going to major in accounting this book seeks to position managerial accounting in a broader context of business decision making Pref

The Manager's Guide to Fostering Innovation and Creativity in Teams Charles Prather,2009-09-21 Unleash your employees hidden talent for innovation and creativity the key to organizational success For any organization competing today nothing is more important than building teams of creative thinkers and problem solvers With practical simple to implement leadership techniques Manager s Guide to Fostering Innovation and Creativity in Teams explains how you can Create an environment that gets people thinking creatively Align teams to work toward creative original solutions Lead the charge toward a newly innovative organization Build a self sustaining culture of

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