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بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ
وَلَقَدْ عَلَّمْتُمُ الْمَائِدَةَ

Management Skills

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انتشارات نظری

اسماعیلی، قاسم / ۱۳۶۰
ghasem esmaili /management skills:
تهران: انتشارات نظری ۱۳۹۵
ص ۱۶۸:
۹۷۸-۶۰۰-۲۸۹-۵۲۰-۲:
فیا:
مدیریت:
HD۳۱/م ۱۳۹۵ ۵۵الف:
۶۵۸:
۴۴۲۵۰۲۹:

سرشناسه
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مشخصات نشر
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شماره کتابشناسی ملی

Management Skills

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first published: 2017

number of printed : 500



انتشارات نظری

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Preface

Why do some business managers hit the profit target more often than others? They do it because they keep their operation pointed in that direction - direction of profit making. They never lose sight of the goal - to finish the year with a profit.

This book is built on the presumption that developing management skills—that is, the skills needed to manage one's own life as well as relationships with others—is a ceaseless endeavor. These skills were largely the same a century ago as they are today. The basic behavioral principles that lie at the foundation of these skills are timeless. That is one reason why the shelves of bookstores and on-line newsletters are filled with prescriptions of how one more executive or one more company struck it rich or beat out the competition. Thousands of books trumpet some special set of prescriptions for how to be successful in business, or in life. Many of these books have made it to the best-seller lists and have enjoyed lengthy stays. Our intention in this book is not to try to duplicate the popular appeal of the best-selling books nor to utilize the common formula of recounting anecdotal incidents of successful organizations and well-known managers. We have produced a book that remains true to, and is based on, social science and business research. We want to share with you what is known and what is not known about how to develop management skill and how to foster productive, healthy, satisfying, and growth-producing relationships with others in your work setting.

Management Skills is designed to help you actually improve your personal management competencies—to change your behavior. This book, therefore, serves more as a practicum or a guide to effective managerial behavior than a description of what someone else has done to successfully manage an organization. It will surely help you think, and it will provide examples of success, but it will have failed if it also does not help you *behave* more competently in your own life.

This book is divided into two sections. The first section is for Principle Skills of management, and the second part is guide for Human Resource Management. Generally, this book is designed to help you improve your personal managerial skills and adopt good management skills. Discover how to be a leader that people follow, new time management ideas (so you get more done in less time), how to improve your planning skills, how to be in control of your work and your life, effective delegation techniques, powerful goal setting strategies, how to constantly improve your abilities and more. There is a list of guides that will help you improve your personal management skills while helping you to zero in on profit making. It points out that you must keep informed, make timely decisions, and take effective action. In effect you must control the activities of your company rather than being controlled by them.

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