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Finance For Non Financial Managers In A Week Teach Yourself

Geoff Ribbens, Richard Thompson



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Slater,2013-02-22 This book will help you see that management is a responsibility not a reward this changes the fundamental mindset and in doing so makes you a better manager You will learn How to focus on what you need to achieve How to improve the day to day activities and outputs of your team How to avoid taking on too much ownership How to develop your people to make their and your jobs easier How to survive and thrive when times are tough Sunday Get your paradigm right Monday Improve your focus Tuesday Improve your communication Wednesday Improve your individuals including yourself Thursday Improve your processes Friday Improve your teamwork Saturday Use a ruler not rules *Finance Basics (20-Minute Manager Series)* Harvard Business Review,2014-03-11 Intimidated by corporate finance The numbers and the jargon can feel overwhelming but you have to understand them to manage effectively Finance Basics explains the fundamentals simply and quickly introducing you to key terms and concepts such as How to navigate financial statements How to weigh costs and benefits What s involved in budgeting and forecasting How to gauge a company s financial health About HBR s 20 Minute Manager Series Don t have much time Get up to speed fast on the most essential business skills with HBR s 20 Minute Manager series Whether you need a crash course or a brief refresher each book in the series is a concise practical primer that will help you brush up on a key management topic Advice you can quickly read and apply for ambitious professionals and aspiring executives from the most trusted source in business Also available as an ebook **Successful Direct Marketing in a Week: Teach Yourself eBook ePub** Partick Forsyth,2014-06-27 Sunday Why use direct mail Monday Building and maintaining your database Tuesday The components of direct mail Wednesday Creative approaches Thursday Physical campaigns Friday Digital campaigns Saturday Integration and follow up *Body Language for Management in a Week: Teach Yourself* Geoff Ribbens,Richard Thompson,2012-07-06 The ability to read people s body language and send out the right signals yourself is crucial to anyone who wants to advance their career Written by Geoff Ribbens and Richard Thompson leading experts on body language this book quickly teaches you the insider secrets you need to know to in order give a successful appraisal The highly motivational in a week structure of the book provides seven straightforward chapters explaining the key points and at the end there are optional questions to ensure you have taken it all in There are also cartoons and diagrams throughout to help make this book a more enjoyable and effective learning experience So what are you waiting for Let this book put you on the fast track to success **Personal Impact at Work in a Week: Teach Yourself Ebook Epub** Christine Harvey,2013-02-22 The ability to present yourself in such a way as to make an impact is crucial to anyone who wants to advance their career Written by Christine Harvey a leading expert on business communication this book quickly teaches you the insider secrets you need to know to in order to make a difference at work The highly motivational in a week structure of the book provides seven straightforward chapters explaining the key points and at the end there are optional questions to ensure you have taken it all in There are also cartoons and diagrams throughout to help make this book a more enjoyable and effective learning experience So what are you waiting for Let this

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