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Deliver great projects every time
Projects are the lifeblood of
organisations, but many projects
fall short of expectations because
of poor project management

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and/or poor project sponsorship. In *The Project Book*, author and 20-year project management and sponsorship veteran Colin D Ellis teaches you the skills and behaviours required to make your projects succeed, every time. The best projects, whether they are delivered in an agile or waterfall way, are a result of the people that lead them and the environment they create. This fail-safe and comprehensive handbook shows you how to develop the mindset and communication skills to create projects that leave a legacy for you, your team and your organisation. Project leaders and

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senior managers in all business and technical disciplines will benefit from the insightful guidance this book offers and better project outcomes will result. Split into two parts, individually addressing Project Leaders and Project Sponsors, this book guides large project facilitators to understand the importance of people over processes. become a project leader that people trust build a team culture of collaboration, agility and creativity upskill executives so that they're catalysts for transformation develop the organisational discipline needed for successful projects create a mature

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environment for your projects to thrive Engaging, informative and humorous, The Project Book will help project managers, project sponsors, scrum masters and product owners across all organisations to deliver successful projects in a way that customers will talk about for years.

A must-have guide for writing at work, with practical applications for getting your point across quickly, coherently, and efficiently. A winning combination of how-to guide and reference work, The Only Business Writing Book You'll Ever Need addresses a wide-ranging spectrum of

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business communication with its straightforward seven-step method. Designed to save time and boost confidence, these easy-to-follow steps will teach you how to make clear requests, write for your reader, start strong and specific, and fix your mistakes. With a helpful checklist to keep you on track, you'll learn to promote yourself and your ideas clearly and concisely, whether putting together a persuasive project proposal or dealing with daily email. Laura Brown's supportive, no-nonsense approach to business writing is thoughtfully adapted to the increasingly digital corporate

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landscape. Complete with insightful sidebars from experts in various fields and easy-to-use resources on style, grammar, and punctuation, this book offers essential tools for success in the rapidly changing world of business communication.

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Disrupt or Be Disrupted
Handbook of Research on Future of Work and Education:
Implications for Curriculum Delivery and Work Design
The First 20 Hours
A Practical Handbook for the Business World
The Faster, Cheaper, Better Way to Get the Business Education You Need

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Study Skills for Postgraduate Management Study

Higher education has changed significantly over time. In particular, traditional face-to-face degrees are being revamped in a bid to ensure they stay relevant in the 21st century and are now offered online. The transition for many universities to online learning has been painful—only exacerbated by the COVID-19 pandemic, forcing many in-person students to join their virtual peers and professors to learn new technologies and

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techniques to educate.

Moreover, work has also changed with little doubt as to the impact of digital communication, remote work, and societal change on the nature of work itself.

There are arguments to be made for organizations to become more agile, flexible, entrepreneurial, and creative. As such, work and education are both traversing a path of immense changes, adapting to global trends and consumer preferences. The Handbook of Research on Future of Work and

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Education: Implications for Curriculum Delivery and Work Design is a comprehensive reference book that analyzes the realities of higher education today, strategies that ensure the success of academic institutions, and factors that lead to student success. In particular, the book addresses essentials of online learning, strategies to ensure the success of online degrees and courses, effective course development practices, key support mechanisms for students, and ensuring

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student success in online degree programs.

Furthermore, the book addresses the future of work, preferences of employees, and how work can be re-designed to create further employee satisfaction, engagement, and increase productivity. In particular, the book covers insights that ensure that remote employees feel valued, included, and are being provided relevant support to thrive in their roles. Covering topics such as course development, motivating online learners, and virtual

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environments, this text is essential for academicians, faculty, researchers, and students globally.

The guide all MBAs and executive students need. If you're enrolled in an MBA or executive education program, you've probably encountered a powerful learning tool: the business case. But if you're like many people, you may find interpreting and writing about cases mystifying and time-consuming. In *The Case Study Handbook, Revised Edition*, William Ellet presents a potent new

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approach for efficiently analyzing, discussing, and writing about cases. Early chapters show how to classify cases according to the analytical task they require (making a decision, performing an evaluation, or diagnosing a problem) and quickly establish a base of knowledge about a case. Strategies and templates, in addition to several sample Harvard Business School cases, help you apply the author's framework. Later in the book, Ellet shows how to write persuasive case-analytical essays based on

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the process laid out earlier. Examples of effective writing further reinforce the methods. The book also includes a chapter on how to talk about cases more effectively in class. Any current or prospective MBA or executive education student needs this guide. An evidence-based approach to improving the practice of graduate management education Compiled by the Graduate Management Admission Council (GMAC) and with contributions by administrators and professors from the top

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global MBA programs, this book provides business school decision-makers with an evidence-based approach to improving the practice of graduate management education. The book is designed to help navigate the pressures and create revolutionary platforms that leverage a school's unique competitive advantage in a design distinctly tailored for today's business realities. Offers a unique handbook for improving graduate management education Contains contributions from an international group of

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deans and professors that lead MBA programs

Sponsored by GMAC, owner of the Graduate Management Admission Test (GMAT) exam used by over 5,000 programs worldwide This important resource gives academics a proven approach for improving graduate-level management programs.

This essential text provides an authoritative overview of research methodology for both students and professional researchers in management. Based on course needs and written by

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expert academics in the field, this core text addresses the practical concerns of students in undertaking research that is relevant to management practice. It places emphasis on the more practical concerns of management researchers, focusing on the detail of developing and applying particular sets of research skills. In addition, the book gives straightforward advice on how to:

- develop a systematic methodology
- learn to be a successful writer
- acknowledge the

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individual in the researcher
The text develops tangible skills and will be an invaluable guide for management researchers and students at postgraduate and MBA levels.

The Essential MBA

The Trilogy of Yes

The Case Study Handbook,
Revised Edition

Occupational Outlook
Handbook

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interviews with today's
. . . corporate leaders,*

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this look at how the best CEOs do their jobs focuses on the mindsets and actions that foster an environment of excellence" --

Inspire your customer to say YES to you and your product. Quickly and effectively turn the customer's anxiety at the start of the sales relationship into trust and momentum-building confidence. Build lasting and lucrative customer partnerships. Climb to the top of your company's sales

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rankings. Leave your competitors in the rearview mirror. Achieve these sales goals and more by mastering The Trilogy of Yes approach. Andy Olen has created a practical and easy-to-use guide for salespeople looking to foster and boost their sales skills. Salespeople who harness the power of the Trilogy's three skills - connection, communication, and cooperation - sell more. The Trilogy of Yes is

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written for salespeople looking to take their performance to the next level. Whether you are a sales veteran looking to sharpen your skills, or if you are just starting in sales and want to quickly develop your skills, the timeless teachings of The Trilogy of Yes is for you. In addition, the Trilogy offers insights for sales managers looking to become better coaches. It serves as a call to action to human resource leaders who

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write the job descriptions for salespeople and sales leaders. These pages benefit general managers and executives who run businesses that depend on talented salespeople to represent the company's products. As a seasoned sales leader, Olen has developed winning relationships with customers on five continents. With over 20 years of professional experience, including more than a decade of sales, marketing and

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commercial leadership success, Olen's Trilogy offers proven strategies direct from real-world customer experiences. Sharing the essentials of sales, marketing, negotiation, strategy, and much more, the creator of PersonalMBA.com shows readers how to master the fundamentals, hone their business instincts, and save a fortune in tuition. The average debt load for graduates of the top business schools has now

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exceeded \$100,000! For most young professionals, this means spending the first half of their career in the red and feeling pressure to take the first position offered to them so that they can start paying off their debt. But it doesn't have to be that way! Author and businesswoman Laurie Pickard discovered a way to get the business education she needed to land her dream job while avoiding the massive school loans

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that plague so many. And in Don't Pay for Your MBA, she shares all that she learned so that others can benefit as well. Pickard discovered that the same prestigious business schools that offer the MBAs so many covet also offer MOOCs (massive online open courses) for low or even no cost. By picking the right classes from the best schools, she gained the skills she needed and avoided the debt she could not afford to take

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on. The most difficult part was knowing how to begin and where to look. So she has provided this resource for other self-starters, career changers, and budding entrepreneurs so that they can best learn how to navigate the expanding universe of online education. Within these pages, learn how to:

- Define your goals and tailor a curriculum that is geared toward your dream job
- Master the language of business
- Build a strong

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network• Choose a concentration and deepen your expertise• Showcase your nontraditional education in a way that attracts companiesDon't fall for the lies that pressure countless graduates every year into MBA programs and insurmountable debt. Self-directed online learning can fill gaps in your training, position you for promotions, and open up new opportunities--at a fraction of the cost!

The Complete Guide to

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Great Projects*

*How to Succeed at
University*

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How to Succeed at University is a uniquely comprehensive study skills and personal development guide, incorporating coverage of personal skills, academic skills and

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job search skills within the framework of personal development planning. All the key skills are covered, with a strong focus on the importance of the continuing personal development process and the ultimate goal of employability. In terms of personal skills, the book offers advice on handling stress, time management and developing interpersonal skills. The academic skills section concentrates on the skills crucial for learning effectively, carrying out research, writing up your work and tackling exams. The job search skills covered include discussion of how to identify the best job according to skill set and how to stand out in the applications and selection process. This book will be an essential companion for all

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undergraduate students, whatever their subject of study, and for those preparing for study at University. SAGE Study Skills are essential study guides for students of all levels. From how to write great essays and succeeding at university, to writing your undergraduate dissertation and doing postgraduate research, SAGE Study Skills help you get the best from your time at university. The one primer you need to develop your managerial and leadership skills. Whether you're a new manager or looking to have more influence in your current management role, the challenges you face come in all shapes and sizes—a direct report's anxious questions, your boss's last-minute assignment of an important

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presentation, or a blank business case staring you in the face. To reach your full potential in these situations, you need to master a new set of business and personal skills. Packed with step-by-step advice and wisdom from Harvard Business Review's management archive, the HBR Manager's Handbook provides best practices on topics from understanding key financial statements and the fundamentals of strategy to emotional intelligence and building your employees' trust. The book's brief sections allow you to home in quickly on the solutions you need right away—or take a deeper dive if you need more context. Keep this comprehensive guide with you throughout your career and be a more impactful leader in your

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organization. In the HBR Manager's Handbook you'll find: - Step-by-step guidance through common managerial tasks - Short sections and chapters that you can turn to quickly as a need arises - Self-assessments throughout - Exercises and templates to help you practice and apply the concepts in the book - Concise explanations of the latest research and thinking on important management skills from Harvard Business Review experts such as Dan Goleman, Clayton Christensen, John Kotter, and Michael Porter - Real-life stories from working managers - Recaps and action items at the end of each chapter that allow you to reinforce or review the ideas quickly The skills covered in the book include: -

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Transitioning into a leadership role

- **Building trust and credibility -**
- **Developing emotional intelligence -**
- **Becoming a person of influence -**
- **Developing yourself as a leader -**
- **Giving effective feedback -**
- **Leading teams -**
- **Fostering creativity -**
- **Mastering the basics of strategy -**
- **Learning to use financial tools -**
- **Developing a business case**

A comprehensive overview of data science covering the analytics, programming, and business skills necessary to master the discipline

Finding a good data scientist has been likened to hunting for a unicorn: the required combination of technical skills is simply very hard to find in one person. In addition, good data science is not just rote application of trainable skill sets; it requires the ability to

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think flexibly about all these areas and understand the connections between them. This book provides a crash course in data science, combining all the necessary skills into a unified discipline. Unlike many analytics books, computer science and software engineering are given extensive coverage since they play such a central role in the daily work of a data scientist. The author also describes classic machine learning algorithms, from their mathematical foundations to real-world applications. Visualization tools are reviewed, and their central importance in data science is highlighted. Classical statistics is addressed to help readers think critically about the interpretation of data and its common pitfalls. The clear

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communication of technical results, which is perhaps the most undertrained of data science skills, is given its own chapter, and all topics are explained in the context of solving real-world data problems. The book also features:

- Extensive sample code and tutorials using Python™ along with its technical libraries
- Core technologies of “Big Data,” including their strengths and limitations and how they can be used to solve real-world problems
- Coverage of the practical realities of the tools, keeping theory to a minimum; however, when theory is presented, it is done in an intuitive way to encourage critical thinking and creativity
- A wide variety of case studies from industry
- Practical advice on the realities of

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being a data scientist today, including the overall workflow, where time is spent, the types of datasets worked on, and the skill sets needed The Data Science Handbook is an ideal resource for data analysis methodology and big data software tools. The book is appropriate for people who want to practice data science, but lack the required skill sets. This includes software professionals who need to better understand analytics and statisticians who need to understand software. Modern data science is a unified discipline, and it is presented as such. This book is also an appropriate reference for researchers and entry-level graduate students who need to learn real-world analytics and expand their skill set. FIELD CADY

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is the data scientist at the Allen Institute for Artificial Intelligence, where he develops tools that use machine learning to mine scientific literature. He has also worked at Google and several Big Data startups. He has a BS in physics and math from Stanford University, and an MS in computer science from Carnegie Mellon.

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matter and reviews of alternative approaches. This text is an invaluable guide for MBA students, as well a useful introduction for undergraduate and postgraduate students of business and management. Susan Miller is Professor of Organisational Behaviour at Hull University Business School 'It is very clear and easy to understand and well laid out. A good key text.' Alison Bragg, Faculty Lead for Employability, Business and Law, De Montfort University 'Even though I've been in the field for 25 years, I found new and engaging information in The Business Student's Handbook. So no matter how many times a

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student has been down this road, I'm confident that they will always find something new here.' Jayne Mothersdale, Governor and Principal Lecturer Learning & Teaching, Leeds Beckett University New edition of the definitive text for business students. The Business Student's Handbook brings together personal skills, study skills and employability skills to help you succeed in your academic and professional lives. This handbook is all about applying theory to practice; so you will find it filled with exercises, practical suggestions and tips. This new edition covers: Expanded sections on employability and transferable

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skills to help you become a highly desirable graduate. A strong focus on written and oral communication skills and presentation skills. Expanded data analysis and numeracy sections. New emphasis on self-management, team work and planning makes this an essential resource for any business student. The new TECHSkills boxes focus on your digital skills to ensure you're making the most of the best tools you can find online. Additional resources, templates and activities are also available at www.pearsoned.co.uk/cameron Sheila Cameron has worked for the Open University Business School since its inception, now in

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a part-time role. She is also the author of *The MBA Handbook*, focusing on postgraduate study and executive education.

This volume provides guidance on choosing an MBA course and all the factors that should be considered. It covers pre-course preparation and the requisite skills necessary for making the most of your courses and performing well in assessments.

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reflects all new delegation laws and policies, current evidence-based research that supports the efficacy of team work and delegation in clinical settings, unit-based care delivery modalities, step by step methods to stay safe while using assistive personnel, new information on Magnet Status for hospitals, and an entirely new resource section."--BOOK JACKET.

A ONE-OF-A-KIND GUIDE TO THE BEST PRACTICES IN DECISION ANALYSIS Decision analysis provides powerful tools for addressing complex decisions that involve uncertainty and multiple objectives, yet most training materials on the subject overlook the soft skills that are essential for success in the field. This unique resource fills this gap in the decision analysis literature and features both

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soft personal/interpersonal skills and the hard technical skills involving mathematics and modeling. Readers will learn how to identify and overcome the numerous challenges of decision making, choose the appropriate decision process, lead and manage teams, and create value for their organization. Performing modeling analysis, assessing risk, and implementing decisions are also addressed throughout. Additional features include: Key insights gleaned from decision analysis applications and behavioral decision analysis research Integrated coverage of the techniques of single- and multiple-objective decision analysis Multiple qualitative and quantitative techniques presented for each key decision analysis task Three substantive real-world case studies illustrating diverse

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strategies for dealing with the challenges of decision making
Extensive references for mathematical proofs and advanced topics
The Handbook of Decision Analysis is an essential reference for academics and practitioners in various fields including business, operations research, engineering, and science. The book also serves as a supplement for courses at the upper-undergraduate and graduate levels.

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Librarian's Skillbook also includes a "Further Reading" section and a "Bibliography" which list additional resources where readers can learn more about each skill. The text also includes "This Skill in Action," presenting readers with a mini case study for most skills to help them visualize how that skill may be typically applied in the workplace. The Librarian's Skillbook is a road map for acquiring skills that make librarians and information professionals essential to their organizations. Readers may elect to pick and choose among the list of 51 skills to pursue those skills they deem most useful to advance their own careers. The Librarian's Skillbook is a must read for those students, librarians and information professionals who want to become more employable or improve

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their prospects for advancement.

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The Project Book

The Fast Forward MBA in Project Management

The Business Student's Handbook

The 17 Skills Leaders Need to Stand Out

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"Develop learning skills and understanding of key concepts to excel at management study The MBA Handbook, 9th Edition, by Cameron is the definitive text in postgraduate management study that explains what will be expected from business students on an

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academic, personal and professional level. Designed to prepare and support students throughout their studies and career, this clearly structured handbook is written around the following sections: Understanding the MBA and postgraduate study - covering self-management, time management and planning as well as common challenges and how to overcome them. Transferable learning skills - covering professional development, data analysis, teamwork and leadership, case studies and problem solving. Skills for assessment - covering preparation for the unique assessments that await in MBA and PG study, including speaking and presentations, writing, exams, projects and theses. Afterwards -

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how to start and shape students' career. With real-life case studies, business examples, new activities and exercises in every chapter, the successful text covers a wide range of learning skills that evaluate student's progress and put ideas into practice. It also supports distance learning students and covers issues relating to EFL and ESL students. Pearson, the world's learning company"--

A resource and survival guide for MBA students, covering everything they need to know about choosing the right course, study skills and assessments and post-MBA job opportunities. Prepares and supports students throughout their studies. Companion website includes learning outcomes, feedback and a syllabus manager

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for students.

Forget the 10,000 hour rule— what if it's possible to learn the basics of any new skill in 20 hours or less? Take a moment to consider how many things you want to learn to do. What's on your list? What's holding you back from getting started? Are you worried about the time and effort it takes to acquire new skills—time you don't have and effort you can't spare? Research suggests it takes 10,000 hours to develop a new skill. In this nonstop world when will you ever find that much time and energy? To make matters worse, the early hours of practicing something new are always the most frustrating. That's why it's difficult to learn how to speak a new language, play an instrument, hit a golf ball, or shoot

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great photos. It's so much easier to watch TV or surf the web . . . In The First 20 Hours, Josh Kaufman offers a systematic approach to rapid skill acquisition— how to learn any new skill as quickly as possible. His method shows you how to deconstruct complex skills, maximize productive practice, and remove common learning barriers. By completing just 20 hours of focused, deliberate practice you'll go from knowing absolutely nothing to performing noticeably well. Kaufman personally field-tested the methods in this book. You'll have a front row seat as he develops a personal yoga practice, writes his own web-based computer programs, teaches himself to touch type on a nonstandard keyboard, explores the oldest and most

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complex board game in history, picks up the ukulele, and learns how to windsurf. Here are a few of the simple techniques he teaches:

Define your target performance level: Figure out what your desired level of skill looks like, what you're trying to achieve, and what you'll be able to do when you're done. The more specific, the better.

Deconstruct the skill: Most of the things we think of as skills are actually bundles of smaller subskills. If you break down the subcomponents, it's easier to figure out which ones are most important and practice those first.

Eliminate barriers to practice: Removing common distractions and unnecessary effort makes it much easier to sit down and focus on deliberate practice. Create fast

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feedback loops: Getting accurate, real-time information about how well you're performing during practice makes it much easier to improve. Whether you want to paint a portrait, launch a start-up, fly an airplane, or juggle flaming chain-saws, The First 20 Hours will help you pick up the basics of any skill in record time . . . and have more fun along the way.

51 Essential Career Skills for Information Professionals

The Ten-Day MBA 4th Ed.

The Only Business Writing Book You'll Ever Need

Academic and Professional Skills for Mastering Management

The Librarian's Skillbook

Developing students'

creative problem-solving

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skills is paramount to today's teachers, due to the exponentially growing demand for cognitive plasticity and critical thinking in the workforce. In today's knowledge economy, workers must be able to participate in creative dialogue and complex problem-solving. This has prompted institutions of higher education to implement new pedagogical methods such as problem-based and case-based education. The Handbook of Research on Creative Problem-Solving Skill Development in

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Higher Education is an essential, comprehensive collection of the newest research in higher education, creativity, problem solving, and pedagogical design. It provides the framework for further research opportunities in these dynamic, necessary fields. Featuring work regarding problem-oriented curriculum and its applications and challenges, this book is essential for policy makers, teachers, researchers, administrators, students

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This is designed for MBA students doing part time, full time and distance learning courses and for managers keen to develop the skills relevant to enhanced job performance and career prospects. of reviewing their reasons for seeking an MBA through to taking positive career development steps having gained the qualification. In this text, Sheila Cameron guides readers through the pitfalls that they will undoubtedly face. The MBA Handbook should help students to pass

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their MBA and to develop their managerial skills in the process. It should enable them to choose the programme and mode of study best suited to their needs; improve their time management skills and free the time needed for study; develop skills in rapid reading, note-taking, case study analysis, group discussion and project management; improve their report-writing and oral presentation skills; tackle examination papers successfully and integrate MBA study into career development and

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progression. should also be relevant to management students and others for whom project work or a dissertation forms a large component of their course. The interactive nature of the material presented in the text is useful for students studying part-time or on distance learning programmes. Managers who are not sure that they want a qualification should still benefit from the advice in the book on developing the many skills relevant to their job performance and career prospects.

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The MBA Handbook is a solid support guide for students studying for their MBA, providing advice about the whole MBA process, including choosing a course and examining post-MBA job opportunities. It can be used either to support a specific study skills unit on the course or as student reference and support beyond the classroom - it therefore has a lot of value for distance-learning students.

The all-inclusive guide to exceptional project

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management that is trusted by hundreds of thousands of readers—now updated and revised The Fast Forward MBA in Project Management: The Comprehensive, Easy to Read Handbook for Beginners and Pros, 6th Edition is a comprehensive guide to real-world project management methods, tools, and techniques. Practical, easy-to-use, and deeply thorough, this book gives you the answers you need now. You'll find cutting-edge ideas and hard-won wisdom of one of the field's leading experts,

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