

Nrfsp Manager Study Guide

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the managers good study guide is designed as a handy reference manual for anyone interested in learning to be a better manager whether through a formal programme of study or informally this third edition will help you to become a more effective learner read with concentration and understanding construct logical yet persuasive arguments write fluent and forceful reports develop a flexible note taking strategy seek and use information handle numbers with confidence prepare and use graphs and diagrams effectively work with others face to face and online develop your careernew sections on problem solving are included together with a glossary of financial terms and more help with basic mathematics the manager s good study guide also contains a section on management tools and techniques and a compendium of key management ideas typically covered in management certificate and diploma programmes

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