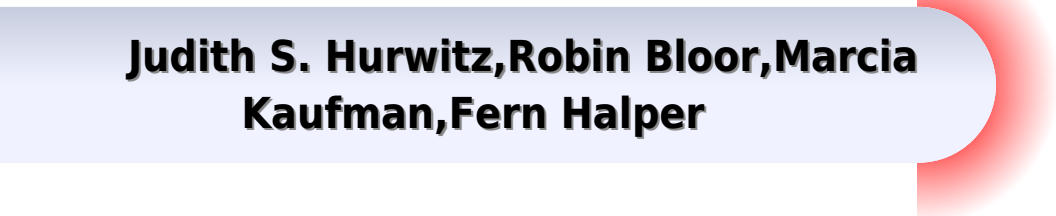




Team Leading For Dummies

**Judith S. Hurwitz, Robin Bloor, Marcia
Kaufman, Fern Halper**



Team Leading For Dummies:

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John Marrin, 2011-03-23 Do you find yourself being asked to lead others but have no idea where to start Do you lead a team spread across different offices or even continents In this no nonsense guide to leadership you will find answers to crucial questions like what is leadership And what style of leadership should I be using You ll discover how to lead your friends whilst remaining their friend how to lead change in a way that people accept and understand when and where to draw the line and how to reflect on your experiences to become a better and more effective leader Only a lucky few of us are natural born leaders It takes time and effort to develop a range of leadership styles which work for you and those around you as well as discovering how to become comfortable leading others Leadership can be a lonely occupation Leadership For Dummies is your ideal companion John Marrin explores the fine line between managing and leading and the book is full of tips for making the most of your leadership experiences and how to cope with the dilemmas and discomfort all leaders at some point experience

Business Management for Beginners & Dummies Giovanni Rigters, Taking ownership of a business can be intimidating but the key to unlocking success lies within these five chapters Following the advice found in this book will give you the confidence and knowledge to make decisions that will benefit your business and help you achieve your vision Learn to manage yourself people and money and make informed decisions that will bring success to your business It is time to step into the world of business with confidence and knowledge Let this be your guide as you begin your journey toward

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Service Management For Dummies Judith S. Hurwitz,Robin Bloor,Marcia Kaufman,Fern Halper,2009-06-02 A plain English guide to managing IT from the customer s perspective Practical guidance on delivering and managing IT so that it meets the multiple needs and demands of a company and its customers and end users both inside and outside the organization is hard to come by this accessible book takes a common sense approach that explains exactly what IT services are and how to fit them most effectively into a business Topics include setting a framework keeping costs down improving efficiency and maintaining standards and best practices This concept of how IT should be wired specifically into the goals and need of the company and its customers is part of a broader picture that includes ITIL BPM SOA and Six Sigma

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