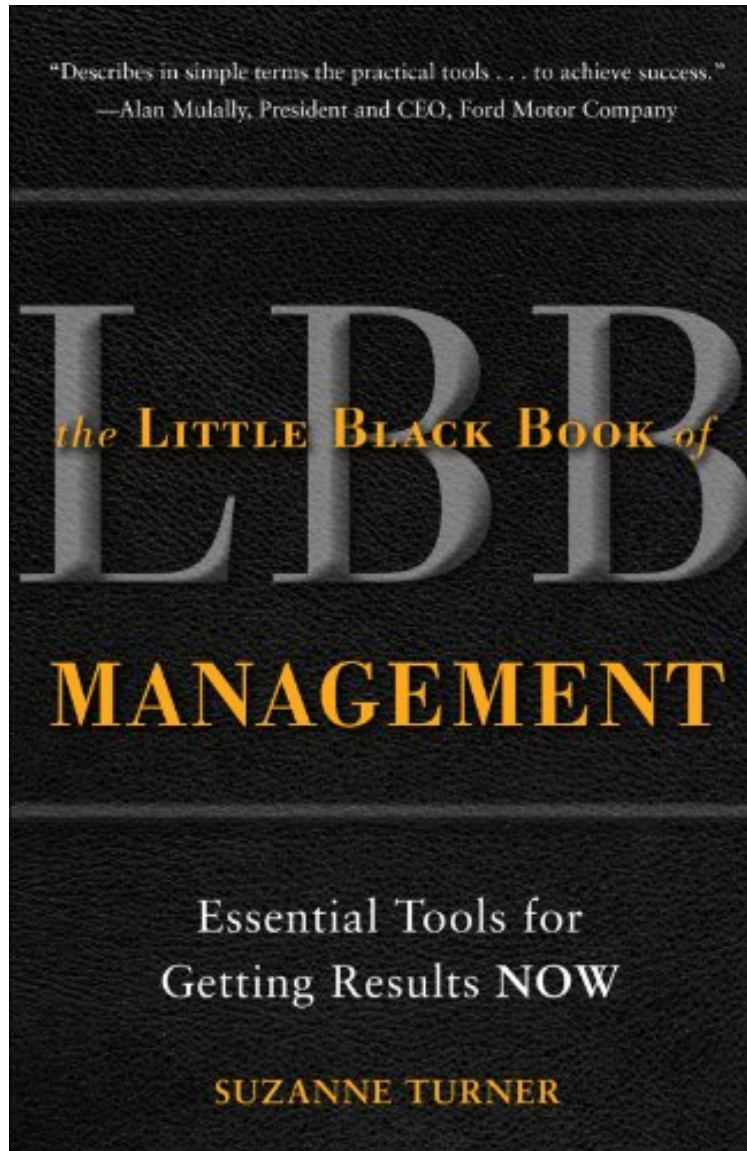


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## The Little Black Book of Management: Essential Tools for Getting Results NOW (Management Leadership)

*Suzanne Turner*

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**Suzanne Turner : The Little Black Book of Management: Essential Tools for Getting Results NOW (Management Leadership)** before purchasing it in order to gauge whether or not it would be worth my time, and all praised The Little Black Book of Management: Essential Tools for Getting Results NOW (Management Leadership):

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and easy and is a must buy. I don't know what I would have done without it while I was earning my MBA degree. Amazing. Thanks. 0 of 1 people found the following review helpful. Five Stars By Wang Xuefeng fast shipment speed and good printed quality. 3 of 3 people found the following review helpful. One of the best management resources By Robert Selden "The Little Black Book of Management", is a very much needed resource. Simply put, it preacutes; cis 94 of the better known management tools, techniques and concepts that have proven effective across many industries, organisations and indeed, cultures. In some respects I found this an unusual book to review, as I did not have to read it. In fact, the author states in the introduction "No one should read this book; you probably haven't got the time". So, I took her at her word! Seriously, the whole intent of this book is to act as a reference source - a quick and easy way to access a well-used and workable management tool, concept or technique, quickly, as and when it's needed. Turner does a great job of setting the book out in a way that makes access easy. There are two matrices (project and day-to-day) plus a detailed index that makes finding the right tool for the particular management situation, challenge or problem, easy. I can only wonder at the amount of time taken by the author to put this resource together, let alone the creativity in developing the matrices and page set-outs. Each topic is generally described in one page (including examples) with the second page given over to diagrams, activities or exercises for photocopying. All of the great management concepts are here - cause and effect, brainstorming, six-sigma, SWOT, learning styles, just-in-time; the list goes on ... for 94 topics! The title, "The Little Black Book of Management" sums up this book very well. For me, unfortunately I felt the title may have influenced the final production of the book too much. The font size is small. In some cases (e.g. diagrams), it's tiny. The book measures 125mm by 200mm. This means that getting everything onto two pages in an easily read font is virtually impossible. Increasing the size to 150 by 230 would have made a difference - the book could still have its title "The Little Black Book of Management". Although the font-size was a slight detractor for me, the book is still a great book. I believe every manager should have one close by for those times when some structure, strategy or perhaps creativity is needed to solve a problem or provide some motivation. The book would also be useful for students and an excellent resource for management trainers. As a management development consultant and writer, I'll certainly refer to it often. Bob Selden, author What To Do When You Become The Boss: How new managers become successful managers

All the essential tools managers could ever need— in one handy guide! "Describes in simple terms the practical tools . . . to achieve success." -- Alan Mulally, President and CEO, Ford Motor Company Real-world tested, real-world proven in organizations ranging in size from global titans like Boeing and Motorola to mom-and-pops and home businesses, The Little Black Book of Management is the ideal handbook for busy executives, managers, and entrepreneurs like you. In this unique, practical, and easy-to-use guide, you get nearly 100 potent indispensable tools, organized for ease-of-use, including: Time management; Brainstorming; Presentations; Process management (Six Sigma, balanced scorecard); Communication/teambuilding Save time and money by tackling in-house such critical tasks as brand development, marketing mix, breakeven analysis, or even designing a business excellence framework. Concise, comprehensive, and organized for immediate access to the right tools for the job, The Little Black Book of Management is your one-stop source for all the essential tools managers need to develop the performance of their teams and organizations. Suzanne Turner owns and manages Potenza, Ltd., a management development consulting company, and has also worked with Andersen Consulting. She currently works with a wide range of organizations from global corporations to niche providers.

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