



The Principles and Practice of Administrative Management and Information Technology for Organisations with Important Tips on Managing People

By Bertrand Wong

Createspace, United States, 2013. Paperback. Book Condition: New. 279 x 216 mm. Language: English . Brand New Book ***** Print on Demand *****.In administering an office and people, we should be concerned about things such as the layout of the office, the equipment in the office, comfort of the people using the office and the efficiency of the work systems. This book provides plenty of practicable ideas for the aspiring administrative manager to tap on and he would be able to benefit much from these ideas when implementing them. Students sitting for the various management exams should also be able to benefit from the book. Having good concepts of administrative management is fine but being a good people management practitioner is something else. However, the very important job of managing people is a seemingly easy one which relatively few excel in. In the book are also important tips on managing people. The book includes an introduction by a successful businessman offering important views on business and management. This book has been given several rounds of publicity by the press.



READ ONLINE
[6.92 MB]

Reviews

This book is definitely worth acquiring. I have go through and so i am certain that i will likely to read through again again in the future. Its been printed in an exceptionally basic way in fact it is only after i finished reading this publication in which actually altered me, change the way in my opinion.

-- Andres Bashirian

Comprehensive guide for publication fanatics. This really is for all who statte there had not been a well worth reading through. I discovered this ebook from my dad and i encouraged this book to find out.

-- Lacy Goldner

See Also



[Do Monsters Wear Undies Coloring Book: A Rhyming Children s Coloring Book](#)

Createspace Independent Publishing Platform, United States, 2015. Paperback. Book Condition: New. Mark Smith (illustrator). 279 x 216 mm. Language: English . Brand New Book ***** Print on Demand *****.A #1 Best Selling Children s Book Is Now A Coloring Book! Parents and...



[I Learn, I Speak: Basic Skills for Preschool Learners of English and Chinese](#)

Paraxus International, Inc., United States, 2012. Paperback. Book Condition: New. 279 x 216 mm. Language: English . Brand New Book ***** Print on Demand *****.Please go to // and shapes for some high resolution sample pages. Learn Chinese - Basic Skills for...



[Skills for Preschool Teachers, Enhanced Pearson eText - Access Card](#)

Pearson Education (US), United States, 2016. Online resource. Book Condition: New. 10th edition. 279 x 216 mm. Language: English . Brand New Book. NOTE: Used books, rentals, and purchases made outside of Pearson If purchasing or renting from companies other than Pearson,...



[From Out the Vasty Deep](#)

Createspace Independent Publishing Platform, United States, 2015. Paperback. Book Condition: New. 279 x 216 mm. Language: English . Brand New Book ***** Print on Demand *****.Love, ghosts, mystery and a sense of impending horror are the ingredients of this story which is...



[Jape the Grape Ape from Outer Space Episode Three: Who Stole the Stars?](#)

AUTHORHOUSE, United States, 2007. Paperback. Book Condition: New. Erik Rodenhiser (illustrator). 279 x 216 mm. Language: English . Brand New Book ***** Print on Demand *****. This book is hysterically funny; I love it. I love Jape s sense of humor. He...



[Fifty Years Hence, or What May Be in 1943](#)

Createspace, United States, 2015. Paperback. Book Condition: New. 279 x 216 mm. Language: English . Brand New Book ***** Print on Demand *****. Fifty Years Hence is a quasi-fictional work by Robert Grimshaw, a professional engineer, with the intent of making a...