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this book constitutes the refereed proceedings of the 6 th international conference on knowledge science engineering and management ksem 2013 held in dalian city china in august 2013 the 50 revised papers 33 regular papers 18 short papers and keynote and invited talks were carefully reviewed and selected from various submissions

a smart small book for any manager s pocket in every manager s career there are moments where decisions need to be made in order to achieve success and this smart nicely packaged little book can be there to help each time the trick to succeeding in these moments is to identify each of these situations ahead of time and understand how to act and what to do to reduce the chances of failure that is exactly what the little black book for managers has done the authors have listed a whole host of situations most managers face based on thousands of personal experiences and have mapped out how to deal with each situation the book contains specific examples of words and phrases that can be used as well as illustrations and exercises to analyse your current performance it is short on waffle and high on practical wisdom it is designed to be dipped in and out of reached for whenever a situation arises this is a practical support tool for managers at all levels from shop floor supervisor to main board director the little black book for managers explains how to deal with scenarios such as having a lack of confidence to deal with other people in the way that is needed times when you have to assert your authority more allocating critical work who to choose needing to get extra effort from the team when under pressure incentivising delegation having to deal with under performers personality clashes between work colleagues managing a meeting with senior leaders

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