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SECOND EDITION



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Retaining Top Employees J. Leslie McKeown, 2002-08-12 Now translated into 12 languages This reader friendly icon rich series is must reading for managers at every level All managers whether brand new to their positions or well established in the corporate hierarchy can use a little brushing up now and then The skills based Briefcase Books series is filled with ideas and strategies to help managers become more capable efficient effective and valuable to their corporations State of the art techniques and technologies are fine but only those companies that recognize and hold on to their top performing employees will thrive in a tough competitive environment Retaining Top Employees focuses on specific actions to make retention a top priority From innovative recruitment and compensation policies to making effective use of exit interviews it outlines a complete program for becoming the employer of choice and is today s most in depth exploration of this increasingly essential topic

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Gary R. Heerkens,2001-09-22 This reader friendly series is a must read for all levels of managers All managers whether brand new to their positions or well established in the corporate hierarchy can use a little brushing up now and then The skills based Briefcase Books Series is filled with ideas and strategies to help managers become more capable efficient effective and valuable to their corporations Project Management reviews the steps in organizing and managing projects from how to build a realistic schedule to how to measure both success and failure A concise and accessible yet authoritative guide to a topic in which books are more often lengthy and technical Project Management discusses team building timing the planning process estimating project costs managing project interfaces the four stages of risk management and more *Finance for Non-Financial Managers* Gene Siciliano,2003-05-16 Financial reports speak their own language and managers without a strong finance background often find themselves bewildered by what is being said Finance for NonFinancial Managers helps managers become familiar with essential financial information showing them how to speak the language of numbers and implement financial data in their daily business decisions In addition it clarifies how and why financial decisions impact business and operational objectives

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