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# Study Skills For Managers

**Paul Ramsay, Pat Maier, Geraldine Price**



## **Study Skills For Managers:**

**Study Skills for Managers** Bill Mayon-White,1990-06-28 Demands made on the management skills of Britain s 2 5 million managers increase continually Each year 90 000 people take courses to improve their management skills Colleges and universities are expanding to meet this demand for better qualified managers Employers increasingly regard training as an investment in people But companies often do not fully understand the challenge of combining a career with study and individuals may underestimate the demands of part time study Study Skills for Managers has been developed with all managers in mind It emphasizes the needs of those beginning a part time MBA or Diploma but is also relevant to all managers concerned with self development and with keeping up to date The author brings together practical ideas and advice for busy managers wishing to improve the effectiveness of their self development and study skills The book covers a wide range of topics including information and memory diagrams as an aid to thinking and learning reading and report writing time management and stress management Readers are encouraged to test and develop their own skills at every stage and to assess their own strengths and weaknesses A series of exercises increases the reader s self confidence and builds links between the world of work and the world of management learning

**Study Skills for Business and Management Students** Paul Ramsay,Pat Maier,Geraldine Price,2010 This title targets the specific needs of business and management students to ensure that these students get the most relevant and most useful study skills advice possible The contents of the book cover how to manage your stress getting the most out of lectures excelling in exams develop your writing skills and much more

Study Skills for Managers W. M. Mayon-White,1990 This title has been developed with all managers in mind It emphasizes the needs of those beginning a part time MBA or Diploma but is also relevant to all managers concerned with self development and with keeping up to date The author brings together practical ideas and advice for busy managers wishing to improve the effectiveness of their self development and study skills The book covers a wide range of topics including information and memory diagrams as an aid to thinking and learning reading and report writing time management and stress management

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interpersonal written verbal technical and numerical skills that HE courses and employers are looking for This book is the first text to integrate study and management skills in such a way as to encourage a continuous pattern of self analysis in the student more thoroughly preparing the student for the transition from study to the world of work than any other text in the market Students on modules such as Personal Development and Effectiveness Study Skills Management Skills Business Skills Business Communication Business Awareness Managing Oneself and Others at for example BABS BABA HND HNC DMS MBA levels will all find this a hugely valuable text through study and working life

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**Learning Skills For Managers** Samuel A Malone, **The Manager's Good Study Guide** Sheila Tyler,2004 **Study Skills: Pearson New International Edition** Steve Piscitelli,2013-11-01 For Study Skills courses Study Skills immediately has the student address an age old question Why do I have to take this course through assessment of strengths and weaknesses and critically applying what is relevant to their situation Assessment of strengths and weaknesses allow students to self identify what they already do well as a whole and what they need to improve then take shorter assessments specific to the study skill topic of each chapter Chapter opening situations are presented through crisply written problem based learning vignettes to engage in critical thinking and is referenced in key points to reinforce the R E D model Each chapter concludes with the reader asked to critically apply objectives and strategies and propose a plan for the student in the scenario again problem based learning Priority management is a key feature and distinct from time management as well as Information literacy coverage including social media and how to write for social media strong and timely TECHNOLOGY OFFERING MyStudentSuccessLab is available with this book upon request It is an online solution designed to help students Start strong Finish stronger by building skills for ongoing personal and professional development Go to <http://mystudentsuccesslab.com/mssl3> for a Point and Click DEMO of the Time Management module

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