



Introducing Management, Second Edition: A Development Guide

Kate Williams, Bob Johnson

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A concise and easy-to-read summary of the principles and practice of management for team leaders and line managers.

Introducing Management defines the scope of the management task and breaks it down to clarify and explain the full range of management responsibilities: Managing in Context - an introduction to the management role, setting it in the context of the whole organization and responsibilities for the new manager; Managing People - how to motivate people, lead and delegate and manage teams to improve performance and successfully manage change; Managing Activities - adding value to inputs to meet customer needs, how to plan and organise the workplace to make improvements; Managing Information - how to acquire accurate, timely and relevant information for the basis of quality management decisions; Managing Resources - a guide to all you need to know about financial information, budgeting and stock control.

This is the standard classification of management responsibilities adopted by most competence-based frameworks.

*Successful introductory management textbook which provides a comprehensive overview of the key management functions & responsibilities

*Fully revised & updated, closely linked to Level 3 S/NVQ in Management

*Uses case studies & workplace activities to help readers understand how management principles are applied in practice

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