



## Basic Managerial Skills for All (9th edition)

By E.H. McGrath

Prentice-Hall of India Pvt.Ltd. Paperback. Book Condition: new. BRAND NEW, Basic Managerial Skills for All (9th edition), E.H. McGrath, The Ninth Edition of this well-established text, while retaining the contents and style of the earlier editions, continues to discuss the basic skills of management and leadership. The assumption of the book is that the human person is by nature a manager and has leadership and managerial skills that can and should be continually developed. These basic skills are: reading, writing, learning, speaking, interviewing, training, deciding, problem-solving, managing conflict, and motivation. And in this book, Fr. McGrath, with his masterly skills and wealth of experience, tells how these skills can be fully developed and mastered. Constant use of pointers, tips, exercises and questionnaires, supplemented by hand drawings, make this book exceptionally reader friendly. What's New to the Ninth Edition: The section on teaching and training has been strengthened. The sections on leadership and change management give a new orientation. Additional exercises and inputs are given in all the sections. WHAT THE REVIEWERS SAY: Hundreds of managers, teachers, and HRD personnel and others in India and abroad have benefited from this storehouse of practical wisdom, lucidly and creatively written. McGrath is a...



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