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*MBA 2.0* 2013-07-22 this volume is a comprehensive down to earth study skills handbook tried and tested on mba students this edition contains greater european content new modes of delivery and an expanded description of the types of mba available

*The MBA Handbook* 2011 an absolutely vital resource for anyone doing an mba it will help you at every stage before during and after your mba alex elferink mba student at cass business school city university i found the book invaluable in helping me to prepare for my own mba studies and have always recommended it to prospective students wishing to embark on postgraduate studies in business and management daniel ganly mba director oxford brookes university undertaking any postgraduate management study is a big investment

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*MBA Handbook for Healthcare Professionals 2002* a complete guide to what an mba is who it is suitable for and how to choose fund and apply for a course plus guidance on the content and benefits of mba study a directory of the best accredited





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~~not only the hard technical skills that the mba~~ provides directly through coursework but also the soft skills especially the ability to communicate and to establish and maintain networks which are developed indirectly through the entire mba experience the author shows how to get the most out of an mba programme the instructors and fellow students topics covered include how to read and prepare a case work in teams design a project carry out a project present written material communicate effectively in classrooms interact with instructors and fellow students use libraries and other resources develop and manage personal networks look for a job at the end of the programme

**Official MBA Handbook 2003/2004** 2003 being a ceo chief executive officer takes a great deal more effort and energy than just giving orders you can't just tell an employee something and move on you have to understand where they are coming from and their individual strengths weaknesses fears and motivations during the recent global recession much attention was devoted to the mistakes that sparked the financial and economic crisis in hopes of not repeating them less was given to what was done well amid the turmoil to learn for example how best to lead a company through tough times none of the ceos we interviewed in this book claimed to have attempted anything revolutionary what was evident however was their resolve in pursuing the principles they thought were right often in the face of opposition leadership becomes increasingly important in tough times when so much is at risk but it can be even harder to exercise

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illustrate the most sought after skills and  
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executives who have neither the time nor the inclination to read orthodox that is expensive and leadenly theoretical business books it sorts the nuggets from the sludge and discards the stuff you don't need to know quite a lot has been discarded just as it takes 250 tons of ore to produce one carat of diamond so we have reduced the study of business to its essence

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