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The 30 Day MBA Colin Barrow, 2011-08-03 Drawing on the twelve core disciplines of business, including business law, economics, marketing and finance, this second edition of the hugely successful The 30 Day MBA shows you to use key business concepts and tools to assess business decisions and implement strategy. You will be able to create your own Management Information Resource Centre, giving you access to business information on markets and competitors, research data and case studies, as well as hundreds of free business tools to help you carry out analyses. Importantly it will equip you with the knowledge and confidence to take part in strategic decisions alongside MBA graduates. Now including a thorough explanation of the 'break-even' analysis - the tool for making cost, volume, pricing and profit decisions - and case studies detailing economically resilient brands with particular focus on developing countries, The 30 Day MBA, second edition places MBA skills within reach of all professionals and students.

The Fast Forward MBA in Project Management Eric Verzuh,2015-10-12 The all-inclusive guide to exceptional project management The Fast Forward MBA in Project Management is the comprehensive guide to real-world project management methods, tools, and techniques. Practical, easy-to-use, and deeply thorough, this book gives you answers you need now. You'll find the cutting-edge ideas and hard-won wisdom of one of the field's leading experts, delivered in short, lively segments that address common management issues. Brief descriptions of important concepts, tips on real-world applications, and compact case studies illustrate the most sought-after skills and the pitfalls you should watch out for. This new fifth edition features new case studies, new information on engaging stakeholders, change management, new guidance on using Agile techniques, and new content that integrates current events and trends in the project management sphere. Project management is a complex role, with seemingly conflicting demands that must be coordinated into a single, overarching, executable strategy — all within certain time, resource, and budget constraints. This book shows you how to get it all together and get it done, with expert guidance every step of the way. Navigate complex management issues effectively Master key concepts and real-world applications Learn from case studies of today's leading experts Keep your project on track, on time, and on budget From finding the right sponsor to clarifying objectives to setting a realistic schedule and budget projection, all across different departments, executive levels, or technical domains, project management incorporates a wide range of competencies. The Fast Forward MBA in Project Management shows you what you need to know, the best way to do it, and what to watch out for along the way.

Wealth of Wisdom Tom McCullough, Keith Whitaker, 2022-09-07 Discover practical tools and strategies for helping wealthy families retain and grow wealth In Top Practices for Wealthy Families and Their Advisors, accomplished family wealth experts Tom McCullough and Keith Whitaker deliver a comprehensive collection of practical activities that members of wealthy families can undertake to ensure their continued success and development. The book contains over 50 chapters, each highlighting a practical tool, exercise, or activity that can be applied by advisors or family members themselves. Each chapter is written by a recognized expert in the field who has used the highlighted tool, exercise, or activity over many years with great success. The book shows readers how to: Identify the factors that matter the most when it comes to retaining and growing family wealth Plan thoughtfully, invest wisely, and raise the next generation Share their decision making prudently and carefully combine family and business Incorporate charitable giving into an overall wealth strategy and seek sound advice Perfect for family wealth advisors, financial planners, and private bankers, Top Practices for Wealthy Families and Their Advisors is also an indispensable resource for managers of family trusts seeking to protect and advise their clients.

Meetings That Get Results Terrence Metz,2021-09-14 This practical, comprehensive guide to designing and running more effective meetings will result in less time wasted, more collaborative decision-making, and measurably improved business outcomes. There's nothing more frustrating than an unproductive meeting—except when it leads to another unproductive meeting. Yet every day millions of people conduct meetings—in person or online—without the critical understanding or formal training on how to plan and lead them effectively. This book offers a structured method to ensure that meetings will produce clear and actionable results. Meetings that are profitable and productive ultimately lead to fewer meetings. This book offers leaders a significant edge by • Empowering readers to help their groups create, innovate, and break through the barriers of miscommunication, politics, and intolerance • Making it easier for them to help others forge consensus and shared understanding • Providing them with proven agenda steps, tools,and detailed procedures Readers will learn how to resolve or manage common problems, inspire creativity, and transfer ownership to their meeting participants while managing interpersonal conflicts and other disruptions that arise. In a world of back-to-back meetings, this book explains the how-to details behind game-changing tools and techniques.

Fundamentals of Project Management James P. Lewis, 2002 Updated concepts and tools to set up project plans, schedule work, monitor progressand consistently achieve desired project results. In today's time-based and cost-conscious global business environment, tight project deadlines and
stringent expectations are the norm. This classic book provides businesspeople with an excellent introduction to project management, supplying sound,
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Project Management Institute* Updated information on developing problem statements and mission statements* Techniques for implementing today's
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Business Process Mapping J. Mike Jacka, Paulette J. Keller, 2009-07-07 Praise for Business Process Mapping IMPROVING Customer Satisfaction SECOND EDITION A must-read for anyone performing business process mapping! This treasure shares step-by-step approaches and critical success factors, based on years of practical, customer-focused experience. A real winner! Timothy R. Holmes, CPA, former General Auditor, American Red Cross Paulette and Mike make extensive use of anecdotes and real-life examples to bring alive the topic of business process mapping. From the outset, this book will engage you and draw you into the world of business process mapping. Who would have thought that reading about business process mapping could make you smile? Well, Mike and Paulette can make it happen! Within each chapter, the authors provide detailed examples and exhibits used to document a process. Each chapter also includes a 'Recap' and 'Key Analysis Points' which enable the reader to distill the highlights of the chapter. Barbara J. Muller, CPA, CFE, Senior Lecturer, School of Accountancy, W. P. Carey School of Business, Arizona State University Keller and Jacka cut through the drudgery of process mapping with a path-breaking approach that enables the reader to better understand processes, how they work and how they work together toward successful achievement of business objectives. With great style and flair, this book will provide you with a different way of thinking and new tools to assist you in process analysis and improvement. This book is a must-read for auditors, risk managers, quality improvement management, and business process engineers. Dean Bahrman, VP and Internal Audit Director (Retired), Global Financial Services Companies Mike Jacka and Paulette Keller show their expertise with the application of business process mapping in increasing customer service and satisfaction in this updated and expanded edition of this popular book. With clear, practical examples and applications, this book shows the writing talents of both authors, and it will be used over and over by those from all lines of industries and professions. Kudos for a job well done! Joan Pastor, PhD, Founding Partner, Licensed Industrial-Organizational Psychologist, JPA International, Inc., Beverly Hills, California

Start with Why Simon Sinek,2011-12-27 The inspirational bestseller that ignited a movement and asked us to find our WHY Discover the book that is captivating millions on TikTok and that served as the basis for one of the most popular TED Talks of all time—with more than 56 million views and counting. Over a decade ago, Simon Sinek started a movement that inspired millions to demand purpose at work, to ask what was the WHY of their organization. Since then, millions have been touched by the power of his ideas, and these ideas remain as relevant and timely as ever. START WITH WHY asks (and answers) the questions: why are some people and organizations more innovative, more influential, and more profitable than others? Why do some command greater loyalty from customers and employees alike? Even among the successful, why are so few able to repeat their success over and over? People like Martin Luther King Jr., Steve Jobs, and the Wright Brothers had little in common, but they all started with WHY. They realized that people won't truly buy into a product, service, movement, or idea until they understand the WHY behind it. START WITH WHY shows that the leaders who have had the greatest influence in the world all think, act and communicate the same way—and it's the opposite of what everyone else

does. Sinek calls this powerful idea The Golden Circle, and it provides a framework upon which organizations can be built, movements can be led, and people can be inspired. And it all starts with WHY.

7 Powers Hamilton Helmer,2016-10-25 7 Powers details a strategy toolset that enables you to build an enduringly valuable company. It was developed by Hamilton Helmer drawing on his decades of experience as a strategy advisor, equity investor and Stanford University teacher. This is must reading for any business person and applies to all businesses, new or mature, large or small.

Project Management in the Oil and Gas Industry Mohamed A. El-Reedy,2016-02-19 Oil and gas projects have special characteristics that need a different technique in project management. The development of any country depends on the development of the energy reserve through investing in oil and gas projects through onshore and offshore exploration, drilling, and increasing facility capacities. Therefore, these projects need a sort of management match with their characteristics, and project management is the main tool to achieving a successful project. Written by a veteran project manager who has specialized in oil and gas projects for years, this book focuses on using practical tools and methods that are widely and successfully used in project management for oil and gas projects. Most engineers study all subjects, but focus on project management in housing projects, administration projects, and commercial buildings or other similar projects. However, oil and gas projects have their own requirements and characteristics in management from the owners, engineering offices, and contractors' side. Not only useful to graduating engineers, new hires, and students, this volume is also an invaluable addition to any veteran project manager's library as a reference or a helpful go-to guide. Also meant to be a refresher for practicing engineers, it covers all of the project management subjects from an industrial point of view specifically for petroleum projects, making it the perfect desktop manual. Not just for project managers and students, this book is helpful to any engineering discipline or staff in sharing or applying the work of a petroleum project and is a must-have for anyone working in this industry.

Process Discovery Best Practices Using IBM Blueworks Live Joshua King, Nachiappan Chidambaram, Peter Lee, Philipp Schume, David Teran, IBM Redbooks, 2014-10-29 Business processes and decisions are the backbone of every company, from the small to the Fortune 50; it is how the business runs. It is these processes and decisions that can create competitive advantage, help a company react more quickly to changing trends, or drag them down because the processes do not serve the business and allow agility. The first step in building business agility is to understand how the business works today; What are my processes? What are the decisions we are making and how do we make them? Understanding these processes and decisions can allow a company to improve, streamline, and increase efficiency. Capturing business processes can be a daunting task. Adding to that burden is learning the tool of choice for capturing those processes. This book helps the audience ramp up more quickly to a fully functional process analyst by explaining all of the features of IBM Blueworks LiveTM and how best to use them. This IBM® RedpaperTM was written with a non-technical audience in mind. It is intended to help business users, subject matter experts, business analysts, and business managers get started with discovering, documenting, and analyzing the processes and decisions that are key to their company's business operations.

Project Management in Practice Samuel J. Mantel,2011 Project Management in Practice, 4th Edition focuses on the technical aspects of project management that are directly related to practice.

Organizing and Delegating Institute of Leadership & Management,2013-06-17 Super series are a set of workbooks to accompany the flexible learning programme specifically designed and developed by the Institute of Leadership & Management (ILM) to support their Level 3 Certificate in First Line Management. The learning content is also closely aligned to the Level 3 S/NVQ in Management. The series consists of 35 workbooks. Each book will map on to a course unit (35 books/units).

Operationalizing VMware NSX Kevin Lees, 2017-08-25

Beyond Performance Scott Keller,Colin Price,2011-06-01 The secret of achieving and sustaining organizational excellencerevealed In an everchanging world where only a third of excellentorganizations stay that way over the long term, and where evenfewer are able to implement successful change programs, leaders arein need of big ideas and new tools to thrive. In BeyondPerformance, McKinsey & Company's Scott Keller and ColinPrice give you everything you need to build an organization thatcan execute in the short run and has the vitality to prosperover the long term. Drawing on the most exhaustive research effort of its kind onorganizational effectiveness and change management, Keller andPrice put hard science behind their big idea: that the health of anorganization is equally as important as its performance. In thebook's foreword, management guru Gary Hamel refers to this notionas a new manifesto for thinking about organizations. The authors illustrate why copying management best practicesfrom other companies is more dangerous than helpful Clearly explains how to determine the mutually reinforcingcombination of management practices that best fits yourorganization's context Provides practical tools to achieve superior levels ofperformance and health through a staged change process: aspire,assess, architect, act, and advance. Among these are new techniquesfor dealing with those aspects of human behavior that are seeminglyirrational (and therefore confound even the smartest leaders), yetentirely predictable Ultimately, building a healthy organization is an intangible easet that competitors copy at their peril and that enables you toskillfully adapt to and shape your environment faster thanothers—giving you the ultimate competitive advantage.

Making the Matrix Work Kevan Hall,2013-02-07 Gives individuals and managers working in the matrix the tools to take control of their own goals and support others

Project Management for Mining, 2nd Edition Robin J. Hickson, Terry L. Owen, 2022-02-01 Before You Put the First Shovel in the Ground—This Book Could Be the Difference Between a Successful Mining Operation and a Money Pit Opening a successful new mine is a vastly complex undertaking, entailing several years and millions to billions of dollars. In today's world, when environmental and labor policies, regulatory compliance, and the impact of the community must be factored in, you cannot afford to make a mistake. The Society for Mining, Metallurgy & Exploration has created this road map for you. Written by two hands-on, in-the-trenches mining project managers with decades of experience bringing some of the world's most successful, profitable mines into operation on time, within budget, and ethically, Project Management for Mining gives you step-by-step instructions in every process you are likely to encounter. It is in use as course material in universities in Australia, Canada, Colombia, Ghana, Iran, Kazakhstan, Peru, Russia, Saudi Arabia, South Africa, the United Kingdom, as well as the United States. In addition, more than 100 different mining companies have sent employees to attend seminars conducted by authors Robin Hickson and Terry Owen, sessions all based around the material within this book. In the years following the first edition, the authors gratefully received a bevy of excellent suggestions from some 2,000 readers in over 50 countries. This helpful reader feedback, coupled with written evaluations from the more than 400 seminar attendees, has been an unparalleled source of improvement for this new book. This second edition is a significant accomplishment that includes 5 new chapters, substantial updates to the original 34 chapters, and 56 new or updated figures, flowcharts, and checklists that every project manager can use.

The Power of Business Process Improvement Susan Page, 2015-11-04 This book provides business professionals with the clearest, easiest roadmap to achieving highly effective departments and organizations. Are you baffled by how your department can keep making the same mistakes? Do you feel you have been climbing an unending, uphill battle trying to focus your employees' limited time on more valuable work? These obstacles are so common in business that the solution to getting past them even has a name--business process improvement (BPI). Thankfully, though, you don't have to be a BPI expert to resolve these situations and find the results your business needs to find success again. Written by experienced process analyst Susan Page, The Power of Business Process Improvement is the resource you need to find a simple, bottom-line approach to process improvement work. By implementing its proven 10-step method, you will be able to: Eliminate duplication and bureaucracy Control costs Establish internal controls to reduce human error Test and rework the process before introducing it Implement the changes Complete with software suggestions, quizzes, a comparison of industry improvement methods, and examples to help you apply the ideas, The Power of Business Process Improvement is your solution to turning your business into the well-oiled machine you know it can be.

The Business Analyst's Handbook Howard Podeswa, 2009 One of the objectives of this book is to incorporate best practices and standards in to the BA role. While a number of standards and guidelines, such as Business Process Modeling Notation (BPMN), have been incorporated, particular emphasis has been placed on the Business Analysis Body of Knowledge (BABOK), the Information Technology Infrastructure Library (ITIL), and the

Unified Modeling Language (UML).

Operations and Supply Chain Management for MBAs Jack R. Meredith, Scott M. Shafer, 2019-09-11 The seventh edition of Operations and Supply Chain Management for MBAs is the definitive introduction to the fundamental concepts of supply chain and operations management. Designed specifically to meet the needs of MBA students, this market-leading book offers clear presentation of topics such process planning and design, capacity and location planning, schedule and inventory management, and enterprise resource planning. A strategic, conceptual approach helps readers comprehend the contemporary issues they will soon be facing in industry. This concisely-formatted volume enables instructors to customize their courses for the unique requirements of MBA programs. Each chapter integrates material directly into the textrather than sidebars, highlights, and other pedagogical devicesto achieve a smooth, easy-to-read narrative flow. Carefully selected questions prompt discussions that complement the mature, more experienced nature of MBA students, while case studies and supplementary materials illustrate key concepts and practices. Topics such as outsourcing and global sourcing, the role of information technology, and global competitiveness strategies assist students to understand working and competing in the globalized economy.

Cyber Strategy Carol A. Siegel,Mark Sweeney,2020-03-23 Cyber Strategy: Risk-Driven Security and Resiliency provides a process and roadmap for any company to develop its unified Cybersecurity and Cyber Resiliency strategies. It demonstrates a methodology for companies to combine their disassociated efforts into one corporate plan with buy-in from senior management that will efficiently utilize resources, target high risk threats, and evaluate risk assessment methodologies and the efficacy of resultant risk mitigations. The book discusses all the steps required from conception of the plan from preplanning (mission/vision, principles, strategic objectives, new initiatives derivation), project management directives, cyber threat and vulnerability analysis, cyber risk and controls assessment to reporting and measurement techniques for plan success and overall strategic plan performance. In addition, a methodology is presented to aid in new initiative selection for the following year by identifying all relevant inputs. Tools utilized include: Key Risk Indicators (KRI) and Key Performance Indicators (KPI) National Institute of Standards and Technology (NIST) Cyber Security Framework (CSF) Target State Maturity interval mapping per initiative Comparisons of current and target state business goals and critical success factors A quantitative NIST-based risk assessment of initiative technology components Responsible, Accountable, Consulted, Informed (RACI) diagrams for Cyber Steering Committee tasks and Governance Boards' approval processes Swimlanes, timelines, data flow diagrams (inputs, resources, outputs), progress report templates, and Gantt charts for project management The last chapter provides downloadable checklists, tables, data flow diagrams, figures, and assessment tools to help develop your company's cybersecurity and cyber resiliency strategic plan.

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