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Administrative Management: Setting People Up For Success



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Synopsis

Master the skills needed for success in today's rapidly changing work environment with the useful, practical management tools and insights found only in ADMINISTRATIVE MANAGEMENT: SETTING PEOPLE UP FOR SUCCESS. Readers discover the keys to functioning at the highest level in today's professional work environment. This unique book helps readers navigate and respond most effectively to contemporary work challenges. The authors use their extensive experience to highlight actual valuable tools that truly set readers up for success. A concise, inviting approach introduces basic, critical management concepts for a full understanding of the goals, functions, and responsibilities of today's managers. Readers learn how to identify opportunities to package their skills and sell their strengths for both immediate and long-term professional success.

Book Information

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Customer Reviews

"The Knowledge to Action activities did a good job of checking student understanding without being rote memorization activities.""I like the way the chapter flows from one topic area to another, and the way material is presented in clear and understandable language. The examples were excellent and really supported the textbook."

Carlene M. Cassidy, founder of Anne Arundel Community College's Entrepreneurial Studies Institute, has more than 20 years of experience in business, management, and information systems. She has worked in a variety of industries, including health care, retail, computer information

systems, and education. Prior to joining Anne Arundel Community College, Ms. Cassidy was a partner and Chief Operating Officer for a multi-million-dollar regional computer consulting firm and launched several start-ups. Ms. Cassidy is a frequent speaker at corporate events, conferences, colleges and universities. Ms. Cassidy received the 2009 Entrepreneurship Faculty of the Year Award from the National Association for Community College Entrepreneurship and the Anne Arundel Community College Student Association's highest honor, the Distinguished Service Award. She was also the 2008 Faculty Advisor of the Year. She is a YWCA Tribute to Women in Industry Honoree and she has been included multiple times in the Who's Who Among American Teachers. In her spare time she serves on multiple non-profit boards of directors and committees. She has a Bachelor of Science Degree in Health Services Administration from Providence College and a Master of Science Degree in Information Systems and Telecommunications from Johns Hopkins University.Robert Kreitner, Ph.D., is Professor Emeritus of Management at Arizona State University. After a 26-year career at ASU, Dr. Kreitner was named to the W. P. Carey School of Business Faculty Hall of Fame. Dr. Kreitner was born in Buffalo, New York. After a four-year enlistment in the U.S. Coast Guard, he attended the University of Nebraska-Omaha and has received the Alumni Association's Scholar-Athlete Award. Dr. Kreitner received bachelors and master's degrees in business from UNO and a Ph.D. in business from the University of Nebraska-Lincoln. Before ASU, Dr. Kreitner taught at UNO, UNL, Western Illinois University, and Thunderbird as well as Micronesia, Albania, and Switzerland. Dr. Kreitner has authored or co-authored seven textbooks, including management and organizational behavior books that lead their fields and have been translated into Spanish, French, Italian, and Mandarin Chinese. Dr. Kreitner has consulted for clients including American Express, Ford Motor Company, SABRE Computer Services, Honeywell, Motorola, Amdahl, the Hopi Indian nation, State Farm Insurance, Goodyear Aerospace, Caterpillar, and U.S. Steel.Susie H. VanHuss, Ph.D., received her B.S. degree from the University of Southwestern Louisiana and her MBA and Ph.D. degrees from Indiana University. Her teaching specialties include business communications, administrative systems, and personnel management. She has authored numerous best-selling textbooks in communications, keyboarding and word processing, and office technology. In additional, Dr. VanHuss has written numerous journal articles and has served on the editorial review boards of several leading business education journals.

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