



Simple Tips for Efficiency in Management

By N. Ramanatha Rao (Author) & Y.P. Anand (frwd)

Gyan Books Pvt. Ltd., New Delhi, India, 1997. Softcover. Book Condition: New. This book, containing twenty chapters is meant to give a few ideas to the readers for improving their style of functioning as well as the overall efficiency of their organizations. The chapters about negotiating skills, decision making, proper communications and tips for improving efficiency, should be quite interesting to the readers. The other chapters highlight the areas like, marketing, pollution control, planning and management of construction projects, in which the managers can play a key role in achieving around development of the country. Printed Pages: 136.

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