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A handy, straightforward guide that teaches students how to acquire marketable job skills and real-world know-how before they graduate—revised and updated for today's economic and academic landscapes. Award-winning college professor and adviser Bill Coplin lays down the essential skills students need to survive and succeed in today's job market, based on his extensive interviews with employers, recruiters, HR specialists, and employed college grads. Going beyond test scores and GPAs, Coplin teaches students how to maximize their college experience by focusing on ten crucial skill groups: Work Ethic, Physical Performance, Speaking, Writing, Teamwork, Influencing People, Research, Number Crunching, Critical Thinking, and Problem Solving. 10 Things Employers Want You to Learn in College gives students the tools they need to prepare during their undergraduate years to impress potential employers, land a higher-paying job, and start on the road to career security and satisfaction.

Since the beginning of mankind on Earth, if the "busyness" process was successful, then some form of benefit sustained it. The fundamentals are obvious: get the right inputs (materials, labor, money, and ideas); transform them into highly demanded, quality outputs; and make it available in time to the end consumer. Illustrating how operations relate to the rest of the organization, Production and Operations Management Systems provides an understanding of the production and operations management (P/OM) functions as well as the processes of goods and service producers. The modular character of the text permits many different journeys through the materials. If you like to start with supply chain management (Chapter 9) and then move on to inventory management (Chapter 5) and then quality management (Chapter 8), you can do so in that order. However, if your focus is product line stability and quick response time to competition, you may prefer to begin with project management (Chapter 7) to reflect the continuous project mode required for fast redesign rapid response. Slides, lectures, Excel worksheets, and solutions to short and extended problem sets are available on the Downloads / Updates tabs. The project management component of P/OM is no longer an auxiliary aspect of the field. The entire system has to be viewed and understood. The book helps students develop a sense of managerial competence in making decisions in the design, planning, operation, and control of manufacturing, production, and operations systems through examples and case studies. The text uses analytical techniques when necessary to develop critical thinking and to sharpen decision-making skills. It makes production and operations management (P/OM) interesting, even exciting, to those who are embarking on a career that involves business of any kind.

James Fitzsimmons' 1982 McGraw-Hill text, Service Operations Management, the first book on the topic, defined the field of service operations management. Fitzsimmons is now senior author of an all new 1994 service management text which sets the paradigm for service management for the 1990s. This junior/senior/graduate text is distinguished by its unique focus on service management for competitive advantage and by its integration of the author's first-hand experiences and research with numerous service firms. Its highly readable presentation is designed to appeal even to students with little business experience.

This text addresses the issues of how to develop new service products - where the concept of service has moved from transaction to experience. The authors draw upon the expertise of internationally recognised authors.

The central focus of this book is how organizations deliver service and the operational decisions that managers face in managing resources and delivering service to their customers.

The practical e-guide that gives you the skills to succeed as a project manager. Discover how to improve your project management skills by defining a project brief, identifying stakeholders, and building a strong team. You'll also learn useful tips for initiating projects, setting deadlines, and managing your

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Make no mistake, etiquette is as important in business as it is in everyday life — it ' s also a lot more complicated. From email and phone communications to personal interviews to adapting to corporate and international cultural differences, Business Etiquette For Dummies, 2nd Edition, keeps you on your best behavior in any business situation. This friendly, authoritative guide shows you how to develop good etiquette on the job and navigate today ' s diverse and complex business environment with great success. You ' ll get savvy tips for dressing the part, making polite conversation, minding your manners at meetings and meals, behaving at off-site events, handling ethical dilemmas, and conducting international business. You ' ll find out how to behave gracefully during tense negotiations, improve your communication skills, and overcome all sorts of work-related challenges. Discover how to: Make a great first impression Meet and greet with ease Be a good company representative Practice proper online etiquette Adapt to the changing rules of etiquette Deal with difficult personalities without losing your cool Become a well-mannered traveler Develop good relationships with your peers, staff, and superiors Give compliments and offer criticism Respect physical, racial, ethnic, and gender differences at work Learn the difference between " casual Friday " and sloppy Saturday Develop cubicle courtesy Avoid conversational faux pas Business etiquette is as important to your success as doing your job well. Read Business Etiquette For Dummies, 2nd Edition, and make no mistake.

Operation Strategy Second Edition Nigel Slack and Michael Lewis Ideal for Advanced Undergraduate and Postgraduate students, this book builds on concepts from Strategic Management, Operations Management, Marketing and HRM to give students a comprehensive understanding of Operations Strategy. Features Comprehensive and accessible with authoritative authorship and an excellent blend of theory and practice A European context Engaging case studies Teaching resources including an Instructor ' s Manual with extensive case notes and PowerPoint slides at www.pearsoned.co.uk/slack. What ' s New? This new edition has been focused to concentrate on the most significant topics in the subject, with 10 chapters replacing the previous 15. New material has been added and coverage of some older topics has been revised (see new table of contents). End-of-chapter case exercises have been replaced by a major end-of-book section of ' Harvard-type ' cases. New to the Instructor ' s resources online: additional cases and a set of questions and answers for class use / exam use. New coverage of hot topics, such as the implications of ERP and Six Sigma on ops strategy, agility and it ' s inter-relationship with lean, supply management issues, operations strategy for competitive advantage and SCM, and implementation.

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