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Direct change expertly and lead your business to success. Change is natural and good, but it can incite fear if not managed properly. Leading Business Change For Dummies arms mid- to senior-level managers with trusted guidance on leading, managing, responding to, and implementing change in the workplace. Packed with helpful advice and straightforward information, it gives you the skills needed to recognize the need for organizational change, deal with unexpected change, properly communicate ...

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With tools for managing stress levels and advice on gathering and sharing information during times of transition, "Leading Business Change For Dummies" covers everything you need to know to achieve successful leadership.

Managing Business Change For Dummies gives you practical step-by-step advice for evaluating your organization's change effort from start to finish. This friendly guide brings you specific techniques and tools for each step of the change process -- from how to pinpoint potential problems and resolve them quickly, to how to help employees respond to change with more flexible and positive attitudes.

Direct change expertly and lead your business to success Change is natural and good, but it can incite fear if not managed properly. Leading Business Change For Dummies arms mid- to senior-level managers with trusted guidance on leading, managing, responding to, and implementing change in the workplace. Packed with helpful advice and straightforward information, it gives you the skills needed to recognize the need for organizational change, deal with unexpected change, properly communicate a vision, prepare for structural change such as Mergers & Acquisitions, and address emotional responses.
to downsizing. Leading Business Change For Dummies serves as the ultimate roadmap for integrating and consolidating a multitude of personnel and organizational change initiatives. With tools for managing stress levels and advice on gathering and sharing information during times of transition, Leading Business Change For Dummies covers everything you need to know to achieve successful leadership in a challenging work environment. Sound, practical guidance on how to understand, lead, and manage change in the workplace Covers operational and cultural elements that can ultimately affect the success of a transaction over time Information and tips for implementing change in the workplace If you're one of the thousands of managers who face change every day, Leading Business Change For Dummies has you covered.

Managing Business Change For Dummies gives you practical step-by-step advice for evaluating your organization's change effort from start to finish. This friendly guide brings you specific techniques and tools for each step of the change process -- from how to pinpoint potential problems and resolve them quickly, to how to help employees respond to change with more flexible and positive attitudes.

Your all-encompassing guide to managing people, projects, and teams Being a manager can be an intimidating and challenging task. Managing involves teaching new skills to employees, helping land a new customer, accomplishing an important assignment, increasing performance, and much more. The process of management can be very challenging at times, but it can also bring you a sense of fulfillment that you never imagined possible. Managing All-In-One For Dummies is the practical, plain-English guide that covers all the basics of business management, helping you to navigate today's most innovative business strategies. Pulls together content from the Dummies Management library Offers advice for anticipating change and leading subordinates through change Includes tips on how to manage your business with effective leadership Whether you're a new manager or a seasoned professional, Managing All-In-One For Dummies gives you everything you need to manage successfully.

The fast and easy way to learn how to manage people, projects, and teams Being a manager can be an intimidating and challenging task. Managing involves teaching new skills to employees, helping land a new customer, accomplishing an important assignment, increasing performance, and much more. The process of management can be very challenging at times, but it can also bring you a sense of fulfillment that you never imagined possible. Managing For Dummies, 3rd Edition is perfect for all levels of managers. This clearly written, easy-to-understand guide gives you practical advice on the most important aspects of managing, such as delegating as opposed to ordering, improving employees' performances, getting your message across, understanding ethics and office policies, team building and collaboration, and much more. Tips and advice for new and experienced managers All-new chapters on employee encouragement and corporate social responsibility Guidance on managing employees by leveraging the power of the Internet Managing in today's lightning-speed business world requires that you have the latest information and techniques for getting the job done. Managing For Dummies, 3rd Edition provides you with straightforward advice and up-to-the-minute strategies for dealing with anything that comes your way.

Use Lean Six Sigma to transform your business. Lean Six Sigma is a powerful method for improving both the efficiency and quality of projects and operations. In this new book, the team that bought you Lean Six Sigma For Dummies shows you how to take Lean Six Sigma to the next level and manage continual change in your organization. You'll learn to design a roadmap for transformation that's tailored to your businessobjectives; develop and implement processes that eliminate waste and variation across the company; synchronize your supply chain; and successfully deploy Lean Six Sigma over time. Lean Six Sigma Business Transformation For Dummies shows you how to: Define your transformation objectives and create a bespoke 'Transformation Charter' for your organization. Assess your company's readiness for transformation. Establish a 'Transformation Governance System' to help you manage the transformation programme effectively. Bring your people with you! Plan and achieve the culturalchange needed to make the transformation process successful. Join up the dots between planning and effective execution with Strategy Deployment. Deploy a 'Continuous Improvement' toolkit to achieve everydayoperational excellence. Sustain the transformation programme and widen the scope across the organization (including deploying to the supply chain). Adopt a 'Capability Maturity Approach' to drive businessimprovement -- recognizing that change is a continuous transformational journey, just as pioneers like Toyota havedone. Use a range of Lean Six Sigma Tools -- using the right tools, at the right time (and in the right order!) enables continuous improvement by eliminating waste and process variation.

The bestselling "bible" of project management In today's time-crunch, cost-conscious global business environment, tight project deadlines and stringent expectations are the norm. Now with 25 percent new and updated content, Project Management For Dummies introduces you to the principles of successful project management and shows you how to motivate any team to gain maximum productivity. You'll learn how to organize, estimate, and schedule projects efficiently. You'll also discover how to manage deliverables, issue changes, assess risks, maintain communications, and live up to expectations by making the most of the latest technology and software—and by avoiding common problems that can trip up even the best project managers. The latest information on measuring project management ROI and value to the organization (and customers) Managing Continuous Process Improvement Examples of formats used for different aspects of project management Managing distressed projects and managing multiple team projects Hierarchical decomposition and how it can dramatically improve the effectiveness of project planning and control The latest trend of embracing the use of social media to drive efficiency and improve socialization New information on managing and resolving conflicts that occur during a project Explanations of concepts tested in the PMP® certification exam with study tips and practices to help you pass Project Management For Dummies gives professionals like you everything you need to be successful project managers. (PMI, CAPM, PMP, and Project Management Professional are registered marks of the Project Management Institute, Inc.)

Your must-have tool for perfect project management Want to take your career to the next level and be a master of planning, organizing, motivating and controlling resources to meet your goals? This easy-to-use guide has you covered! Project Management Checklists For Dummies takes the intimidation out of project management, and shows you step by step how to use rigorous self-check questions to save significant time—and headaches—in managing your projects effectively. Project Management Checklists For Dummies gives you to-do lists, hands-on checklists and helpful guidance for managing every phase of a project from start to finish. Before you know it, you'll be a star project manager as you organise, estimate and schedule projects in today's time-crunch, cost-conscious global business environment. Includes useful to-do lists and checklists to ensure all the necessary steps are completed Offers simple exercises to help clarify needs and requirements along the way Provides templates to complete, which
can also be downloaded from Dummies.com and customised to suit your unique requirements Supplies hints and tips to help you along the way If you're a project manager—or any professional charged with managing a project and wondering where to start—Project Management Checklists For Dummies is your ready-made tool for success.

Manage and improve your organization's agile transformation Adopting an enterprise agile framework is a radical organizational change, and this book will help you get there without ever breaking a sweat. In Enterprise Agile For Dummies, you'll discover how to successfully choose and implement the right framework based on your organization's own unique culture. Organizational culture is one of the most overlooked challenges when trying to make a change to enterprise agile, and there are lots of resources out there that claim to have the perfect, one-size-fits-all solution. Luckily, this book takes a neutral stance and covers popular organizational change management techniques that you can implement to suit to your unique needs. Packed with step-by-step instruction and complemented with real-world case studies, this book offers everything you need to know in order to embrace a more agile mindset. Understand the benefits of an agile approach Pick the best enterprise agile framework for your organization Create a successful enterprise change management plan Let Enterprise Agile For Dummies help you optimize your business processes, and watch your productivity soar.

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