THE PRINCIPLES AND PRACTICE OF ADMINISTRATIVE MANAGEMENT AND INFORMATION TECHNOLOGY FOR ORGANISATIONS With Important Tips On Managing People

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In administering an office and people, we should be concerned about things such as the layout of the office, the equipment in the office, comfort of the people using the office and the efficiency of the work systems. This book provides plenty of practicable ideas for the aspiring administrative manager to tap on and he would be able to benefit much from these ideas when implementing them. Students sitting for the various management exams should also be able to benefit from the book. Having good concepts of administrative management is fine but being a good people management practitioner is something else. However, the very important job of managing people is a seemingly easy one which relatively few excel in. In the book are also important tips on managing people. The book includes an introduction by a successful businessman offering important views on business and management. This book has been given several rounds of publicity by the press.

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