# Managing DUMIES

## Learn to:

- Get your message across with clear expectations and straightforward communication
- Successfully manage people, projects, and teams
- Plan, organize, and delegate tasks
- Encourage and motivate employees

# **Bob Nelson, PhD**

Author of 1001 Ways to Reward Employees

# Peter Economy

Coauthor of MBA For Dummies



# **Managing For Dummies**

**Beth Nelson** 

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