



The Management Task (CMI Open Learning Programme)

Rob Dixon

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This is a third edition of the Management Task, a diploma level book in the Chartered Management of Institute series.

This book addresses the task of management in terms of the different processes involved , for example, planning, decision-making, organizing, communication, and the more specific management functions such as personnel, marketing and the environment of management and business. It covers the knowledge and understanding required as part of any competency-based management programme.

This new edition has nearly doubled in length to cover the new areas of the CMI diploma syllabus and now includes two new sections on marketing and new management thinking.

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