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advance their career Written by Martin Manser a leading trainer of managers and highly respected author this book quickly teaches you the insider secrets you need to know to in order to seamlessly move up the career ladder The highly motivational in a week structure of the book provides seven straightforward chapters explaining the key points and at the end there are optional questions to ensure you have taken it all in There are also cartoons and diagrams throughout to help make this book a more enjoyable and effective learning experience So what are you waiting for Let this book put you on the fast track to Be a Better Manager in a Week: Teach Yourself Rus Slater, 2013-02-22 This book will help you see that management is a responsibility not a reward this changes the fundamental mindset and in doing so makes you a better manager You will learn How to focus on what you need to achieve How to improve the day to day activities and outputs of your team How to avoid taking on too much ownership How to develop your people to make their and your jobs easier How to survive and thrive when times are tough Sunday Get your paradigm right Monday Improve your focus Tuesday Improve your communication Wednesday Improve your individuals including yourself Thursday Improve your processes Friday Improve your teamwork Saturday Use a ruler not rules Body Language for Management in a Week: Teach Yourself Geoff Ribbens, Richard Thompson, 2012-07-06 The ability to read people s body language and send out the right signals yourself is crucial to anyone who wants to advance their career Written by Geoff Ribbens and Richard Thompson leading experts on body language this book quickly teaches you the insider secrets you need to know to in order give a successful appraisal The highly motivational in a week structure of the book provides seven straightforward chapters explaining the key points and at the end there are optional questions to ensure you have taken it all in There are also cartoons and diagrams throughout to help make this book a more enjoyable and effective learning experience So what are you waiting for Let this book put you on the fast track to success Successful Key Account Management In A Week Grant Stewart, 2012-03-30 Key account management just got easier This little book is a real gem Professor Malcolm McDonald Key account management is increasingly important and must keep pace with its customers as they continually develop and evolve often resulting in increasingly sophisticated buying structures The key account manager therefore requires a wide variety of skills in order to be successful this is not only an important job role in its own right it is often a stepping stone to career development leading to more senior management jobs Successful Key Account Management In A Week is a week long course On Sunday you are encouraged to Know your customer as success depends on a relationship that is both rewarding and valuable On Monday you will Analyse your growth opportunities The competitiveness of the company must be appraised to enable the identification of sales growth opportunities and all major accounts should be compared in appeal and position to give an indication of the strategy to be adopted for customers On Tuesday you will Measure profits by account You will be shown how to measure the profitability of major customers and to draw up league tables to enable profit improvement strategies On Wednesday you will Plan for success building on the analysis of growth opportunities and profit measurement already considered to result in a

best judgement final plan On Thursday you will learn to Negotiate to win win success relies on understanding the difference between negotiation and selling and being able to conduct negotiations to produce a win win situation in which the objectives of both sides are considered On Friday you will look at Control activity levels and the monitoring of standards of performance to enable the presentation of plans and progress allowing the measurement of success against these plans And finally on Saturday you are reminded to Manage relationships with an introduction to the Relationship Model which describes how business with a customer changes as it moves from a transactional or short term sales achievement to collaboration with long term customer value and retention This little book is a real gem which you should read use and keep handy for continuous reference If you follow the straightforward guidelines in this book your company s future is assured Professor Malcolm McDonald Former Professor of Marketing and Deputy Director Cranfield University School of Management Yourself Successful Key Account Management in a Week Grant Stewart (Business coach),2012 The ability to manage key accounts successfully is crucial to any salesperson who wants to advance their career Written by Grant Stewart a leading expert on key account management as both a coach and a practitioner this book quickly teaches you the insider secrets you need to know to in order to grow successful relationships with key customers The highly motivational in a week structure of the book provides seven straightforward chapters explaining the key points and at the end there are optional questions to ensure you have taken it all in There are also cartoons and diagrams throughout to help make this book a more enjoyable and effective learning experience So what are you waiting for Let this book put you on the fast track to success **Recruitment in a Week: Teach Yourself** Nigel Cumberland, 2012-07-13 The ability to recruit the right people to work for you is crucial to anyone who wants to advance their career Written by Nigel Cumberland a leading expert on recruitment as both a coach and a practitioner this book quickly teaches you the insider secrets you need to know to in order to build a brilliant team The highly motivational in a week structure of the book provides seven straightforward chapters explaining the key points and at the end there are optional questions to ensure you have taken it all in There are also cartoons and diagrams throughout to help make this book a more enjoyable and effective learning experience So what are you waiting for Let this book put you on the fast track to success Personal Impact at Work in a Week: Teach Yourself Ebook Epub Christine Harvey, 2013-02-22 The ability to present yourself in such a way as to make an impact is crucial to anyone who wants to advance their career Written by Christine Harvey a leading expert on business communication this book quickly teaches you the insider secrets you need to know to in order to make a difference at work The highly motivational in a week structure of the book provides seven straightforward chapters explaining the key points and at the end there are optional questions to ensure you have taken it all in There are also cartoons and diagrams throughout to help make this book a more enjoyable and effective learning experience So what are you waiting for Let this book put you on the fast track to success **Outstanding** Creativity in a Week: Teach Yourself Gareth Lewis, 2012-06-22 The ability to think creatively is crucial to anyone who

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Managing Difficult People in a Week David Cotton, 2014-01-31 Managing Difficult People In A Week is a simple and straightforward guide to being a better manager giving you everything you need to know in just seven short chapters From preventing difficult behaviour to managing conflict you ll discover the insider secrets you need to know in order to successfully manage difficult people This book introduces you to the main themes and ideas of managing difficult people giving you a basic knowledge and understanding of the key concepts together with practical and thought provoking exercises Whether you choose to read it in a week or in a single sitting Managing Difficult People In A Week is your fastest route to success Sunday Understanding and preventing difficult behaviour Monday Developing your skills for managing difficult people Tuesday More advanced skills for managing difficult people Wednesday Managing specific types of difficult behaviour Thursday Feedback that works and critical converstions Friday Managing conflict Saturday Getting support and escalating issues ABOUT THE SERIES In A Week books are for managers leaders and business executives who want to succeed at work From negotiating and content marketing to finance and social media the In A Week series covers the business topics that really matter and that will help you make a difference today Written in straightforward English each book is structured as a seven day course so that with just a little work each day you will quickly master the subject In a fast changing world this series enables readers not just to get up to speed but to get ahead **Key Account Management in a Week Grant** Stewart, 2003 Key Account Management is central to any company s sales and marketing strategy On average 20% of customers create almost 80% of overall revenue This book is a guide to winning and maintaining profitable and trusted Selling in 4 Weeks Christine Harvey, Grant Stewart, Di McLanachan, Peter relationships with key customers Fleming, 2015-01-29 Selling In 4 Weeks is a comprehensive guide to sales giving you everything you need to know in one place Made up of four bestselling books in one this book delivers a complete course in selling From strategy and account management to negotiation and customer service you ll discover all the tools techniques and strategies you need to get your selling right This book introduces you to the main themes and ideas of sales giving you a knowledge and understanding of the key concepts together with practical and thought provoking exercises Whether you choose to work through it like a 4 week course or dip in and out Selling In 4 Weeks is your fastest route to success Week 1 Successful Selling In A Week Week 2 Successful Key Account Management In A Week Week 3 Successful Negotiating In A Week Week 4 Successful Customer Care In A Week ABOUT THE SERIES In A Week books are for managers leaders and business executives who want to succeed at work From negotiating and content marketing to finance and social media the In A Week series covers the business topics that really matter and that will help you make a difference today Written in straightforward English each book is structured as a seven day course so that with just a little work each day you will quickly master the subject In a fast changing world this series enables readers not just to get up to speed but to get ahead Successful Key Account Management in a Week Grant Stewart, 2012 Learn in a week what the leading experts on key account management learn in a lifetime Successful

Key Account Management David Hughes, 2020-09-15 Successful Key Account Management is the culmination of David Hughes nearly forty years of experience in a B2B business to business sales environment with the last thirty years spent in a variety of key account management roles looking after strategic customers based in the UK and Europe The ability to sell effectively is fundamental to the success of any business and the role of account managers is to develop robust long term relationships between customers and their preferred suppliers This book will benefit new account managers still developing their skills as well as more experienced colleagues looking to ensure that their abilities are well rounded and up to date It gives numerous examples and easy to follow advice that can then be adapted to the readers individual circumstances

Malcolm McDonald on Key Account Management Malcolm McDonald, Beth Rogers, 2017-08-03 Malcolm McDonald on Key Account Management explores the challenges of winning retaining and developing key accounts Key accounts are customers who help their suppliers grow and consequently they wield significant power Although they are the key to market share and revenue growth the costs of serving key accounts can erode profitability unless they are thoroughly understood and managed Malcolm McDonald on Key Account Management takes a step by step approach to presenting best practice in key account management Whether your business is starting up or well established there is always more to discover about improving the way value is created between you and your most important customers Malcolm McDonald and Beth Rogers have spent over twenty years researching teaching and consulting on key account management and have condensed their knowledge into this book focusing on making it clear concise and easy to use **Key Account Management Peter** Cheverton, 2008-05-03 Key Account Management is a highly practical book with a unique yet simple planning methodology for identifying obtaining retaining and developing key customers the lifeblood of any organization Fully re written to reflect the most recent trends and challenges this new edition will reinforce its standing as the premier book on the subject Very few books take the long term team selling strategic view of KAM that this book takes and it is the only book which focuses on implementation rather than theory Based on real and current experience of companies facing the challenge it provides tools for use in the real world that will help you to plan your own strategy as you proceed The case studies span the full breadth of the KAM experience FMCG Retail B2B Petrochemical Speciality Chemical Service Industry Pharmaceutical IT and Financial Services With a CDROM containing ready to use application tools Key Account Management has found a global resonance with business practitioners whilst also establishing itself on many academic reading lists

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