



The Little Black Book of Management: Essential Tools for Getting Results NOW

Suzanne Turner

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All the essential tools managers could ever need—in one handy guide!

"Describes in simple terms the practical tools . . . to achieve success." -- Alan Mulally, President and CEO, Ford Motor Company

Real-world tested, real-world proven in organizations ranging in size from global titans like Boeing and Motorola to mom-and-pops and home businesses, *The Little Black Book of Management* is the ideal handbook for busy executives, managers, and entrepreneurs like you.

In this unique, practical, and easy-to-use guide, you get nearly 100 potent indispensable tools, organized for ease-of-use, including:

- Time management
- Brainstorming
- Presentations
- Process management (Six Sigma, balanced scorecard)
- Communication/teambuilding

Save time and money by tackling in-house such critical tasks as brand development, marketing mix, breakeven analysis, or even designing a business excellence framework. Concise, comprehensive, and organized for immediate access to the right tools for the job, *The Little Black Book of Management* is your one-stop source for all the essential tools managers need to develop the performance of their teams and organizations.

Suzanne Turner owns and manages Potenza, Ltd., a management development consulting company, and has also worked with Andersen Consulting. She currently works with a wide range of organizations from global corporations to niche providers.



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