



## Effective School Management (Hardback)

By K. B. Everard, Geoff Morris, Ian Wilson

Sage Publications Ltd, United Kingdom, 2004. Hardback. Book Condition: New. 4th Revised edition. 242 x 170 mm. Language: English . Brand New Book. This edition is more focussed on the leadership demands of managers both within the school and its community. This book can be used as a source of reference for anyone on a school manager position, written by people who practice management on educational organizations themselves, it deals with the fundamentals of what management is the many roles of the manager - Headteacher Update . The book is clearly structured, with an informative table to contents. Each chapter ends with practical tasks which could be sued either by an individual at home or by groups in a training session. The book is worth adding to any staffroom library for the section of time-management techniques alone. If only I had acquired the habit of starting each day by writing a list of all the things that should be done that day and starring them to indicate importance in recognition that the critical distinction is between what is urgent and what is important ! - Education Review . This book provides a thoroughly comprehensive guide to managing staff, meetings, motivating...

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