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Leonard Seymour-Smith



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personnel **The Management Guide to Delegating** Kate Keenan, 1999 A book for people who would like to manage themselves their time and their business better but are too busy to begin This guide to Delegating shows what you need to do to delegate and how to get the best results from doing so When you have read this book you will understand which tasks you can delegate will know how to match tasks to people will have the confidence to hand over some of your authority and control to someone else Delegating Effectively Leonard Seymour-Smith, 1985

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