



Gerenciamento da Rotina do Trabalho do Dia-A-Dia (Em Portuguese do Brasil)

By *Vicente Falconi Campos*

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Objetivo deste livro é prover um roteiro de fácil entendimento para que cada brasileiro possa melhorar o seu gerenciamento. Para tanto, são aplicadas algumas técnicas modernas de comunicação, como o uso intenso de diagramas, da itemização e das palavras-chaves. O livro, de fácil leitura, é aplicável às mais diferentes áreas da administração, produção, serviços ou manutenção e tem sido, certamente, um fator que impulsiona o Movimento de Qualidade no Brasil.

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Gerenciamento da Rotina do Trabalho do Dia-A-Dia (Em Portugese do Brasil) By Vicente Falconi Campos Bibliography

- Sales Rank: #7082168 in Books
- Published on: 2013
- Dimensions: .71" h x 6.54" w x 9.37" l,
- Binding: Paperback

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