

CHAPTER OVERVIEW

1: Module 1 - Roles and Responsibilities of Managers

- 1.1: Key Ideas
- 1.2: Managing and Performing
 - 1.2.1: What Do Managers Do?
 - 1.2.2: The Roles Managers Play
 - 1.2.3: Major Characteristics of the Manager's Job
 - 1.2.4: Summary
 - 1.2.5: Introduction
- 1.3: WATCH- What Do Managers Really Do?
- 1.4: READ and WATCH- The Roles Managers Play
- 1.5: WATCH- How to Break Bad Management Habits

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