

Graham Briscoe Productivity collection Pamphlets

Title	Author	Year	Corporate Author	Publisher	Place of publication
117 Ways to Grab Your Life by the Throat and Really Make a Difference	Thomson P;	2000		Peter Thomson International Plc	Warwick shire
A Business Manager's Guide to Computer Based Document Management System		19		Esteem Computers Plc	Leeds
A Guide to Effective Meetings	Pemberton M;	1982		Industrial Society	London
A Guide to Interviewing Skills	Grummitt J;	1982		Industrial Society	London
A Guide to Letter Writing	Isbell P;	1979		Industrial Society	London
A Guide to Preparing your Business Plan		19		CBI	London
A Guide to Rapid Reading	Grummitt J;	1982		Industrial Society	London
A Guide to Using the Telephone	McDougall I;	1980		Industrial Society	London
A Survival Guide to the Stress of Organisational Change	Pritchett P;Pound R;	1997		Pritchett & Associates Inc.	
Achieve the Impossible: Break Through to an Extraordinary & Fulfilling Life					
Activating the Supply Chain	Hill A;	1998		Nightingale Conant	Devon Birmingham
		19		JBA	am
Be Your Own Boss: A Guide to Making Communications Work For You.		19		British Telecom	London
Better Value for Money from Purchasing		1989 DTI		DTI	
Budgeting	Hemingway J;	1984		Video Arts	London
Building a purchasing strategy		1989 DTI		DTI	
Business As Unusual: The Handbook for Managing & Supervising Organisational Change	Pritchett P;Pound R;	19		Pritchett	

Business Guide Series

			Fraud: Risk and Prevention; Innovation: Making it Happen; Liberating Knowledge; Outsourcing IT; Making e-Business Deliver; Interim Executive Management; Unlocking Customer Value; Making Energy Work; Protecting Your Business; Interim Management; The Emergence of e-Sourcing; Business as Usual; Managing Risk; Business Sustainability; The Modern Banking Relationship; Building a Successful e-Business; Business Community					
Change and Stress in the Modern Office	Rock S; Cox S;	99	Management	Caspian Publishing Ltd.	London			
Change, Business Performance and Values: The Experience of London Life	Thompson-McCausland B; Biddle D;	1986		Further Education Unit	London			
Communicate: How to Say What you Mean		1985		Gresham College	London			
Confessions of a Bargain Hunter: The Guide to Finding Real Value in Business		19		Sun Alliance Insurance Group				
Culture Shift: The Employee Handbook for Changing Corporate Culture	Pritchett P;	1995		British Telecommunications PLC	London			
Decision logic tables for algorithms and logical tress		1996	CAS Occasional	Pritchett & Associates Inc.				
Design to Win: A Chief Executive's Handbook	Lewis BN;	1970	Papers: 12	Her Majesty's Stationary Office	London			
Electronic Commerce	Rock S;	1989	DTI	DTI				
Flow Charts, Logical Trees and Algorithms for Rules and Regulations	Lewis BN; Horabin IS; Gane CP;	19	CAS Occasional	Caspian Publishing Ltd.	London			
Getting the Best from your Suppliers		1967	Papers: 2	Her Majesty's Stationary Office	London			
High-Velocity Culture Change: A Handbook for Managers	Pritchett P; Pound R;	1989	DTI					
Improving Self-Image & Developing Positive Attitudes	Papper G;	19		Pritchett & Associates Inc.	Dallas	Fabiam Tract	457	
Information and Time		1996		Graham Pepper	Bolton			
Knowledge Management	Pearson J;	1996		Solutions Marketing	Berkshire			
Knowledge Management	Rock S;	19		Caspian Publishing Ltd.	London			
Knowledge Management	Rock S;	19		Caspian Publishing Ltd.	London			

List of Pamphlets By MSC

A Guide to Training of Text Authors; The Implications of New Technology for Text Authors; Job Profiles and Training Recommendations for Operators and Supervisors; The Implications of the New Technology for WP Supervisors; The Implications of the New Technology for Operators; The Implications of the New Technology for Managers; A

82 Management Guide

Manpower Services Commission

Sheffield Briefcase Booklets

List of Pamphlets by Develin & Partners

Unlocking Overhead Value; Wood for Trees-Performance Measurement; Removing the Blindfolds-Insights into your Business Through Activity - Based Management; Value based Management-Unlocking Corporate Value; Unlocking

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List of Pamphlets by Devlin & Partners

Managing Strategic
Investment in
Information Systems;
Quantified Total
Quality; Accelerating
Quality Improvement;
Improving Overheads
Productivity;
Positioning and
Capability; Unlocking
Overhead Value;
Freeing the Victims -
Achieving Cultural
Change Through
Total Quality;
Empowerment;
Differentiating
Customer Proposition;
Delight the Customer-
The Launch Pad for
Total Quality;
Business Process
Management; Activity-
Base Cost
Management;
Accelerating
Continuous
Improvement

90 Improvement Devlin & Partners Middlese
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List of Pamphlets By Industry Society

Managing Change;
Effective Use of Time;
The manager as a
Leader; The Manger's
Guide to Target
Setting; The
Manager's
Responsibility for
Communication; The
Manager's Guide to
Target Setting;
Industrial relations;
The Manager's Guide
to the Behavioural
Sciences; Delegation;
Induction; White-
Collar Unions;
Decision-Taking;
Effective Use of Time;
The Manager as a
Leader

19 Leader Industrial Society London

Management Information Systems and the Computer: The Cost Control of Data Processing Activities		1978	The Institute of Cost and Management Accountants	London	
Management into the '90s		1990 DTI	DTI		
Managing a Growing Business	Rock S;	19	Caspian Publishing Ltd.	London	
Managing into the 90's Management Action Guide		1990 DTI	DTI		
Managing Quality and Quantity in Purchasing		1989 DTI			
Managing Sideways	Pritchett P;	2001	Pritchett Rummler-Brache		
Managing your purchasing Operation		1989 DTI	DTI		
No Boundaries				North Carolina	
Office Computer Technology: A Bibliography	Tompkins J;	1999	Tompkins Press		
		1983	Information and Word Processing Association	London	
On The Quality of Working Life	Wilson NAB;	1973	Her Majesty's Stationery Office	London	
Preparing for EMU	Rock S;	19	Caspian Publishing Ltd.	London	
Records Management Handbook		19	Fellowes		
Reinspiring the Corporation: The Seven Seminal Paths to Corporate Greatness				John Wiley & Sons Ltd.	
Report Writing	Scott MC;	2000	Chichester		
			British Assoc. for Commercial and Industrial Education	London	Pritchett & Associates Inc.
Report Writing	Perry PJC;	1973	Industrial Society	London	
Service Excellence	Vidal-Hall J;	1988	Pritchett & Associates Inc.		
Service Excellence: Training Programme	Prichett P;	1997		Tyne & Wear	
Starting Work	Pritchett P;	1997	Pritchett & Associates Inc.	London	
Team Reconstruction: Building a High Performance Work Group During Change	Adamson H;	1978	Industrial Society		
The Computer and Society: Servant or Master?	Pritchett P;Pound R;	19	Pritchett Rummler-Brache	Texas	Confederation of British Industry
The Employee Handbook for Organisational Change	Crowe T.;Hywel-Jones J;	1978	Fabian Society	London	Business guide
The Employee Handbook of New Work Habits for the Next Millennium: 10 New Ground Rules for Job Success	Pritchett P;Pound R;	19	Price Pritchett & Associates Inc.		Business Guide
The Employee Handbook of New Work Habits for a Radically Changing World					Real Business Guide
The Ethics of Excellence	Prichett P;	1999	Pritchett & Associates		
The Increasing Use of Logical Trees in the Civil Service	Pritchett P;	1994	Tyne & Wear		
	Pritchett P;	19	Pritchett & Associates Inc.	Texas	Business Guide
The Last Days of the Giants: A Route Map for Big Business Survival	Ryan WS;Willis VAC;Brook PW;	1970	Her Majesty's Stationary Office	London	CAS Occasional Paper: 13
The Supervisor's Pocket Guide	Baldock R;	1999	Wiley & Sons Ltd.	Chichester	
					Gresham Paper on Ethics and Business
The Technical Change Centre: The Adoption and Impact of Information Technology in the UK Insurance Industry	Hancox D;	1982	Industrial Society	London	1
The Unorganised Manager	Barras R;Swan J;	1983	The Technical Change Centre	London	
The Unorganised Manager	Tietjen T;	1983	Video Arts	London	Briefcase Booklets
					Part 1 & 2
Total Quality and the chain reactions: A Management Overview	Tietjen T;	1983	Video Arts	London	Parts 3 & 4
Working with Management: A Secretary's Guide		1990	DTI		
	Devery C;	1985	Industrial Society	London	Communication Skills Guide

'You won't do it': Report of the Pacific Basin Study Mission

1984 DTI

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