Financial Times Guide To Management

The Financial Times Guide to Wealth Management is your definitive guide to preserving and enhancing your wealth and getting the most out of your finances. Whether you want to do it yourself, or get an overview of the basics so you can understand the experts, this book gives you the answers. Up to date with all the latest changes to UK pension, tax and legal rules, it covers everything you need to know in one easy to read guide.

A practical and accessible overview of the fundamentals of business finance—now in its third edition. Managers are constantly expected to make decisions that reflect a full understanding of the financial consequences. In the absence of formal training, few people are prepared for the responsibilities of dealing with management reports, budgets, and capital proposals, and find themselves embarrassed by their lack of understanding. This book is a practical guide to understanding and managing financial responsibilities. Each chapter examines actual tasks managers have to do, from "how to assemble a budget," "how to read variances on a report," to "how to construct a proposal to invest in new equipment," exploring the principles that can be applied to each task, illustrating practical ways these principles are used, and providing guidance for implementation. Guide to Financial Management will help readers understand financial jargon, financial statements, management accounts, performance measures, budgeting, costing, pricing, decision-making, and investment appraisal. This third edition has been fully revised and expanded with detailed examples from 100 leading businesses around the world.

Reference book of key management and financial terms and concepts.

The FT Guide to Analysis for Managers gives you the 12 core methodologies that will make the way you evaluate business data and information more effective and more business-focused. Learn the fundamentals of these techniques and you'll be able to analyse the performance and competitive fitness of both your own company and your competitors more effectively and take better strategic decisions about the future direction of your business. The top 12 tools covered, in a straightforward, practical style, are:

- BCG Growth/Share Portfolio Matrix
- Competitor Analysis
- Financial Ratio and Statement Analysis
- Five Forces Industry Analysis
- Issue Analysis
- Product Life Cycles Analysis
- Scenario Analysis
- Macroenvironmental Analysis
- SWOT Analysis
- Value Chain Analysis
- Driving Forces Analysis
- Win/Loss Analysis

STRONGER ANALYSIS DELIVERS BETTER BUSINESS RESULTS

The FT Guide to Analysis for Managers will help you make sense of today's complex, chaotic, globally competitive environment. It will hone your strategic thinking, and give you an improved understanding of the competitive terrain, which in turn will help you steal a march on your competitors. Effective analysis of your competition, environment, organization, and strategy will help you deliver the following:

* Early warning of potentially developing opportunities or emerging threats in your competitive environment.
* An objective and arm's-length assessment of your organization's relative competitive position.
* The ability to help your organization to more quickly and easily adapt to changes in the environment. For each form of the indispensable 12 methods of analysis covered, the authors present clear descriptions, context, rationales, strengths, weaknesses, step-by-step instructions,
and case study examples. The result: a book you can rely on to meet your strategic challenges, and address your business challenges, whatever your role, industry, or environment. About the authors Babette E. Bensoussanis Managing Director of The MindShifts Group, a company specializing in competitive intelligence, strategic planning, and strategic marketing projects in the Australasia region. Babette is widely recognized and sought after for her international expertise in competitive analysis and has provided mentoring and training to executives and organizations to assist with the delivery and implementation of competitive intelligence. She has undertaken major studies for and consulted to government departments, global Fortune 500 companies as well as mid-sized firms, and has undertaken over 300 projects in a wide range of industries and markets. In 2006 she was recognized for her work in this field by being presented with the highest and most prestigious international award in the field of competitive intelligence—the SCIP Meritorious Award. Craig S. Fleisher holds the Windsor Research Leadership Chair and is Professor of Management, Odette School of Business, University of Windsor, Canada. Craig is a past President and Fellow of the International Society of Competitive Intelligence Professionals, founder and inaugural chair of the Board of Trustees of the Competitive Intelligence Foundation (Washington, DC), founding editor of the Journal of Competitive Intelligence and Management and a founding member of the International Association of Business and Society. Craig has authored and edited ten books in the areas of applied strategy; competitive intelligence analysis; and performance management, most recently Business and Competitive Analysis (FT Press, 2007).

Gives you the confidence to ask the right business questions, make the correct finance decisions and competently speak the language of commerce to your colleagues, managers, customers and stakeholders. The Financial Times Guide to Finance for Non-Financial Managers will show you how to transform seemingly complex financial information and statistics into data that makes sense. And into data that you’ll feel confident talking about. You’ll learn the language of finance, which will help you better formulate decisions on a day-to-day basis. The book will also help you identify the warning signals and understand key performance indications and ratios. You’ll learn how to make better financial decisions, identify ways to increase profits and have increased confidence in approaching capital projects and making sound business decisions.

FT Guide to Wealth Management How to Plan, Invest and Protect Your Financial Assets Pearson UK
Provides tools for analysing investments and gives advice to the ordinary investor on strategies and techniques. • In the current economy, many companies are priced lower than usual, therefore it’s the perfect time for value investing. • Includes insight from traders who have understood stock price behavior, and achieved enviable performance records. • Intellectually rigorous without being academically turgid. Value Investing is an investment strategy that generally involves buying shares in companies that appear under priced, It's considered to be cautious, or contrarian approach to investing but for most value investors it has delivered huge returns. The ideas derive from the investment theories of Ben Graham and David Dodd who taught at Columbia Business School in the 1920's. Famous proponents include Warren Buffett, John Templeton, Charlie Munger, Joel Greenblatt and Anthony Bolton.
Whether you’re about to start your own business or have already taken the plunge and want to keep on track, make sure you have a copy of The Financial Times Guide to Business Start Up to hand. Updated for all your business needs, this edition covers all the latest legal and financial changes you need to be aware of following the 2018 Budget.

‘A great, practical guide to all aspects of networking – stuffed with lots of quick and easy tips to help you leverage the power of your network.’ Ivan Misner, NY Times bestselling author and founder of BNI and Referral Institute 'This practical and easy-to-read book will quickly get you the results you need from your network.' Charlie Lawson, BNI UK and Ireland national director ‘A “must read” for anyone wanting to use the power of face-to-face AND online networking to generate career and business success.’ Andy Lopata, author of Recommended and And Death Came Third Up to 80 per cent of opportunities come from people who already know you, so the more people you know, the more chance you have of winning the new business or career you want. The Financial Times Guide to Business Networking is your definitive introduction to a joined-up networking strategy that really works.

This award-winning book has now been fully updated to include new chapters on generating referrals and boosting your confidence when networking, as well as the latest advice on social networking sites. Successfully combine online and offline networking techniques Develop the best networking approaches and behaviours Make a great first impression, build rapport and generate strong business relationships Talk to the right people, have productive conversations and effectively work a room From the bestselling author of Happiness and co-editor of the annual World Happiness Report Most people now realise that economic growth, however desirable, will not solve all our problems. Instead, we need a philosophy and a science which encompasses a much fuller range of human need and experience. This book argues that the goal for a society must be the greatest possible all round happiness, and shows how each of us can become more effective creators of happiness, both as citizens and in our own organisations. Written with Richard Layard's characteristic clarity, it provides hard evidence that increasing happiness is the right aim, and that it can be achieved. Its language is simple, its evidence impressive, its effect inspiring. Includes worked examples and glossary, latest financial information, new international focus of how to use electronic pages and services.

No other book is a comprehensive toolkit of financial issues, instructive, and so easy to read, all at the same time ? this is an easy-to-read guide to the hard-to-understand stuff of business finance. The author regularly gives talks, seminars, and courses for executives and is very aware of their lack of understanding (or their inability to remember) simple but key financial concepts and tools. He is continually asked to recommend a simple book that helps them to refresh key financial concepts and tools. Self-contained: Other than some elementary algebra, no other previous knowledge will be necessary to understand the concepts discussed. Comprehensive: It will contain most or all topics, concepts, and tools that executives can easily forget, find hard to understand, and/or would like to know more about. Simple and easy to read: Many well-educated executives have all but forgotten their finance and are regularly put off by books that are far more academic than they need. This book will be written in a simple and conversational style. Concise with short chapters throughout: This is critical as many executives are put off by long books or
never ending chapters. Essential elementary theory and many real-world examples. All concepts and tools will be illustrated with catchy and factual examples. Excel: Spreadsheets have become an inseparable part of working in Finance and this book will show readers how to use Excel to simplify their work. Test Yourself: problems with worked numerical solutions throughout. The Financial Times Guide to Investing is the definitive introduction to the art of successful stock market investing. Beginning with the very basics of why companies need investors and explaining what investors do, Glen Arnold takes you through the practicalities of buying and selling shares. He describes different types of investment vehicles and advises you how you can be successful at picking companies, understanding their accounts, managing a sophisticated portfolio, measuring performance and risk and setting up an investment club. The second edition of this bestselling introduction to investing explains how the financial markets operate, shows you what you need to know to be successful and encourages you to follow and act on your own judgements. Thoroughly updated to help you invest with skill and confidence, new sections include: Online investing, website information and tools including screenshots and virtual portfolios as well as computerised counterparty trading Detailed updating of tax rates and legislation, increases in ISA allowances and revisions to capital gains tax A jargon-busting glossary to help you understand words, phrases and investing concepts Recent Financial Times articles and tables which illustrate and expand on case studies and examples Up-to-date statistics on the returns you can expect on shares and bonds Investing can be profitable and fun and The Financial Times Guide to Investing 2nd edition, explains step-by-step both the essentials of investing as well as describing how the financial markets really work. It details the practicalities of investing, such as how to go about buying shares and describes the variety of financial securities you can buy, from bonds and unit trusts through to exchange traded funds. Exploding the myths that only the wealthy can afford to buy and sell shares and showing you why you can be just as successful trading on your own as you would be by employing a fund manager, this authoritative guide book will help you build a profitable personal financial portfolio. What is investment The rewards of investment Understanding stock markets Using the financial media Buying and selling shares Pooled investments Investing in bonds Futures and options Financial spreadbetting Analysing companies and industries Mastering company reports and accounts Key investment ratios and measures Ticks of the accounting trade Managing your portfolio Mergers and takeovers Taxation and investors Measuring performance Investor protection Investment clubs A definitive practical guide to the strategies, applications and skills needed to understand the basics and the advanced practices of strategic financial management. A reference guide to complex aspects of strategic financial management Through case studies and examples shows how the theories and strategies of financial management should be applied Covers the syllabus requirements of professional institutions and professional examinations including the ACCA financial management syllabus Covers the more complex aspects of strategic financial management Based on successful training courses delivered by the author ‘One of the best books on stock market investing that I’ve ever read.’ Christopher Gilchrist, Editor, The IRS Report ‘Lucid and perceptive – any intelligent person can follow this guide and be on equal terms or better with the best professional money
managers.’ Dr Peter Johnson, Saïd Business School, Oxford University Is your investment strategy right for you? Could you be making more money? The Financial Times Guide to Selecting Shares that Perform helps you identify the approach to buying and selling shares that is best suited to you. It will help you to align your strategy based on the time and money you have available, taking into account your overall objectives and your attitudes to risk and loss. In this thoroughly updated fifth edition of their bestselling investment classic, Richard Koch and Leo Gough explain 10 distinctive and proven investment techniques for you to choose from. They describe the different tactics needed to succeed in today’s market conditions and show you how it can be fun and profitable to try to beat the stock market. The Financial Times Guide to Selecting Shares that Perform gives you: 10 proven approaches to selecting successful shares A quiz to help you identify what kind of investor you are and what strategy is right for you Practical advice to help you trade more confidently on the stock market Examples and explanations of successes and failures Convincing reasons why you should manage your own share portfolio

The Financial Times Guide to Options, will introduce you to the instruments and markets of options, giving you the confidence to trade successfully. Options are explained in real-life terminology, using every-day examples and accessible language. Introducing three key options markets – stocks, bonds and commodities, the book explains options contracts from straight vanilla options to strangles and butterflies and covers the fundamentals of options pricing and trading Originally published as Options Plain and Simple , this new edition includes: How the options industry operates and how basic strategies have evolved Risk management and how to trade safely Inclusion of new products such as exchange traded funds A glossary of key words and further reading Addition of market scenarios and examples Like all investment strategies, options offer potential return while incurring potential risk. The advantage of options trading is that risk can be managed to a greater degree than with outright buying or selling. The Financial Times Guide to Options is a straightforward and practical introduction to the fundamentals of options. It includes only what is essential to basic understanding and presents options theory in conventional terms, with a minimum of jargon. This thorough guide will give you a basis from which to trade most of the options listed on most of the major exchanges. The Financial Times Guide to Options includes: Options in everyday life The basics of calls The basics of puts Pricing and behaviour Volatility and pricing models The Greeks and risk assessment: delta Gamma and theta Vega Call spreads and put spreads, or one by one directional spreads One by two directional spreads Combos and hybrid spreads for market direction Volatility spreads Combining straddles and strangles for reduced risk Combining call spreads and put spreads The covered write, the calendar spread and the diagonal spread The interaction of the Greeks Options performance based on cost Trouble shooting and common problems Volatility skews Futures, synthetics and put-call parity Conversions, reversals, boxes and options arbitrage

A comprehensive and practical guide to investment trusts. These investment vehicles have been underused by investors in the past, but that is set to change now that the Retail Distribution Review has banned commissions and put investment trusts on a level playing field. The book explains what investment trusts are and focuses on how to construct and run a trust portfolio. It offers investors, both experienced and novice, a concise and jargon free guide to these lucrative
investment vehicles.
With over 33,000 copies sold, Key Management Ratios is a market “classic”. This new edition is re-packaged with a new jacket design to revitalise the Key Management brand and new two-colour internals make it more readable and visually appealing. Key Management Ratios is an antidote to any fear of finance. Drawing data from 200 companies worldwide, the book brings clarity and simplicity to its explanation of every measure and shows how they all link together to drive your business. From cash flow and profit to ROI and ROTA, its unique approach remains as classic as ever, bringing a simple and visual understanding to a complex subject.
'The most damaging half truth for savers is “performance matters more than expenses”. Read this book carefully and the financial services industry will have one fewer easy victim, but you will have a sound base for a lifetime of successful investment.' Martin White, Chair of UK Shareholders Association This is one of those great big books to buy and then tuck away for constant reference. It's a tour through everything from managing a portfolio to establishing a fair intrinsic value for a share. If it moves in the world of investing, it's probably here.' David Stevenson, 'Adventurous Investor' in the Financial Times 'Informative and easy to read, Glen Arnold has produced arguably the most comprehensive book there is today on stock market investing and one that unquestionably will give an edge to any retail investor. This is a must read for anyone serious about investing.' Simon Thompson, Companies Editor, Investors Chronicle The Financial Times Guide to Investing is the definitive introduction to the art of successful stock market investing. Bestselling author Glen Arnold takes you from the basics of what investors do and why companies need them through to the practicalities of buying and selling shares and how to make the most from your money. He describes different types of investment vehicles and advises you on how to be successful at picking companies, understanding their accounts, managing a sophisticated portfolio, measuring performance and risk and setting up an investment club. The third edition of this investing classic will give you everything you need to choose your shares with skill and confidence. Thoroughly updated, this edition now includes: - Comprehensive advice about unit trusts and other collective investments - A brand new section on dividend payments and what to watch out for - An expanded jargon-busting glossary to demystify those complex phrases and concepts - Recent Financial Times articles and tables to illustrate and expand on case studies and examples - Detailed updates of changes to tax rates and legislation as well as increases in ISA allowances and revisions to capital gains tax
How financial markets work, in plain English! An authoritative, complete, and up-to-date guide to today's global financial system. * *The 'jargon-busting' guide to global finance: everything today's manager, investor, policymaker, and citizen needs to know. *Crystal-clear introductions to banking, central banks, insurance, money and bond markets, equities,
futures, options, swaps, FX, hedge funds, private equity, and how they fit together. *Financial crises: what's happened, why -- and what the new landscape looks like. This is the most complete, authoritative, and up-to-date guide to the workings of financial markets, the global financial system, and their immense and relentless impact. Renowned financial author Glen C. Arnold assumes no prior financial knowledge, teaching through real world examples. He presents an invaluable international perspective, comparing the workings of major financial institutions and centers worldwide, from the U.S. Federal Reserve and Wall Street to the European and Japanese central banks, the IMF, and the World Bank. Arnold begins with a plain-English overview of the purposes of global financial markets and the institutions and individual markets that now comprise them. Next, he drills down to thoroughly illuminate each component of the financial markets, and the linkages among them. Arnold covers retail, corporate, investment, and other forms of banking; central banks; pooled investment funds; insurance; money markets; corporate, government, and exotic bond markets; equities and systems for raising capital; futures, options, and swaps; foreign exchange markets; hedge funds and private equity, and more. He concludes with insightful discussions of global financial regulation, the impact of recent and continuing global financial crises; the responses of governments; and the shape of the radically new global financial landscape.

In one engaging, outcome-oriented book, The FT Essential Guide to Writing a Business Plan gives you: The essential knowledge you need to write a winning business plan – quickly and without fuss Guidance on how to focus throughout on the plan’s purpose – to win backing Samples of what a good plan looks like, so you can benchmark your own as you write it Checklists, tips, examples and milestones to ensure you’re on target Prompts to reflect on, evaluate and learn from your experience With advice that’s instantly applicable, whether your business is a start-up or a more established company looking to grow, this is the one guide you need to create a credible and persuasive plan.

Do you want to feel more confident about your investment decisions? Do you need to have a better understanding of how the stock markets value a business? Do you want to know what the key ratios are that drive share price performance? The Financial Times Guide to Making the Right Investment Decisions is the insider’s guide to how the market examines companies and values shares. It helps you understand the factors that drive long term wealth creation as well as highlighting the key risks that lead to value being destroyed. Originally published as Analysing Companies and Valuing Shares, this new edition has been fully revised and includes a new and easy to follow framework for understanding valuation. Perfect for investors at all levels, it guides you through the investment maze, and highlights the key issues you need to consider to invest successfully. The Financial Times Guide to Making the Right Investment Decisions: · Gives you an easy to follow framework to guide your decision-making · Explains clearly and concisely key financial concepts and how they drive valuation · Shows you the key ratios to monitor and how they affect share prices · Illustrates the key
risks and warning signals that will help you avoid losses · Identifies the qualities of company management and governance that differentiates winners from losers · Brings the issues and numbers to life with real examples and case studies In a challenging economic and stock market environment, the need to take better informed decisions is vital. This clear, common sense guide provides a comprehensive and accessible framework for understanding the valuation of a business and what drives its share price. Knowing the key numbers, ratios and techniques that professional investors use will help you to reduce your risk and invest more profitably.

YOUR COMPLETE GUIDE TO STRATEGY. PLAIN AND SIMPLE. The FT Guide to Strategy is your unbeatable reference on strategy. It offers an incisive overview of both corporate level and business unit level strategy, an A to Z of the world?6s leading strategic thinkers and introduces the key strategic tools and techniques you need to develop your own strategy. In one engaging read it leads you through each critical step in creating, delivering and understanding successful strategy. This is the smartest and most readable strategy guide available anywhere.

Learn how to evaluate any investment fund before deciding where to place your money so you can ensure you generate more wealth and protect your cash. This valuable guide will help you make the right investment decisions by: - Explaining the procedures that should be followed before investing money anywhere. - Helping you cut through marketing language to get a real sense of how risky a company?6s strategy may be. - Showing you what questions to ask of investment fund managers so you?re more comfortable investing in a company. - Showing you how to recognise the warning signs of risky investments. This book will also help you identify companies who consistently deliver high returns, thereby allowing you to generate more wealth by investing in successful, and stable, funds.

‘Practical, concise and full of tips that every manager needs to know, The Financial Times Guide to Management provides a powerful guide for leaders at every level.’ Arianna Huffington, Chairman, President and Editor-in-Chief, The Huffington Post Media Group ‘This is clear, encouraging and packed with good sense – just like its author. A winner.’ Eleanor Mills, Editorial Director, The Sunday Times ‘Amidst the myriad of books on leadership, this guide presents an unusually concrete, comprehensive and practical set of principles and learnings for managers at every level.’ John Pepper, Former CEO & Chairman P&G; Former Chairman Walt Disney From motivating a team and developing star talent to controlling budgets and fostering innovation, The Financial Times Guide to Management is your authoritative guide to becoming an effective manager. Full of practical tips and advice, this definitive handbook offers solutions to the everyday challenges of: • Managing yourself • Developing communication skills and emotional intelligence • Managing others • Setting strategic direction • Managing change • Managing money, resources and technology There is also on-the-ground advice from the executive frontline, with insights from leaders including Paul Polman (CEO, Unilever), Steve
Marshall (Chairman, Balfour Beatty) and Cilla Snowball (Chairman and CEO, AMV BBDO). Whether you’re a new team leader or an experienced director, this book contains everything you need to know to become an outstanding manager. Business travel can be one of the most stressful or stimulating aspects of executive life; it all depends on how well prepared you are. After the early jetsetting buzz has worn off, business trips can quickly become hard work, long-haul drudgery. Constant travelling is demanding and exhausting, but it can also be enriching and endlessly stimulating. So how can you maximize the value of business travel for yourself and your business? What can you do to make the experience less draining, ease some of the frustration and generally improve its effectiveness? It's all about knowing: how to travel in comfort how to get an upgrade the quickest route from the airport to your destination what to do if you fall ill while abroad how to find the right hotel how to make the best use of your time away (including delays) how to make your hotel room work for you how to avoid those frustrating experiences with laptops and modems. A collection of tips, tricks of the trade, and anecdotes from the travel-wise, this guide aims to help make life easier, richer and more enlightening for road warriors everywhere. From planning a stress-free business trip to making the best use of all your time away, The Financial Times Guide to Business Travel is the definitive travel companion for the global executive.

‘Understanding valuation is relevant to everyone with an ambition in business. For us a Cevian Capital it is an absolutely critical skill. This book will take you there faster than any other in the field.’ Christer Gardell Former Partner McKinsey, Managing Partner and co-founder of Cevian Capital ‘A handy, accessible and well-written guide to valuation. The authors manage to capture the reader with high-level synthesis as well as more detailed insights in a great way.’ Anna Storakers Head of Group Strategy & Corporate Development, Nordea Bank AB, formerly with Goldman Sachs & Co and McKinsey & Co "If you can envision the future value of a company you are a winner. Make this comprehensive and diligent book on corporate valuation your companion pursuing transactions and you will succeed.” Hans Otterling, Founding Partner, CEO Northzone Capital “Both in my previous position as an investment banker and today as an investor in high growth technology companies, corporate valuation has been a most critical subject. The Financial Times guide to Valuationserves as the perfect introduction to the subject and I recommend it to entrepreneurs as well as fellow private investors.” Carl Palmstierna, former Partner Goldman Sachs, Business Angel ‘Not only will Financial Times Guide to Corporate Valuation provide you with the basic understanding of corporate valuation, it also gives you an interesting insight into non-operational challenges that companies will face. And it does it all in an unexpectedly efficient and reader friendly manner. If you want to learn the basics and only have a few hours to spare, invest them into reading this book!’ Daniel Hummel Head of Corporate Finance, Swedbank ‘In this highly accessible and reliable introduction to valuation, Messieurs Frykman and Tolleryd have succeeded in selecting only the essential building blocks in a topic that
can otherwise be difficult to navigate. Indeed a guide, this book will prove handy to many of us and a breakthrough to
some.' Per Hedberg, Academic Director Stockholm School of Economics Russia ‘This book provides an accessible and
informative entry point to the vast topic of valuation. The book covers mechanics as well as how value is linked to
intangibles, growth opportunities and industry structure, all the way providing clear examples of every key idea. The
authors understand value: they know what is useful, what is practical and what is critical, and give any reader great
guidance to the challenge of getting values right.’ Bo Becker Assistant Professor Harvard Business School "I read
Frykman & Tollerdy's book on Corporate Valuation the first time in the late 90’s - the book has not only thought me how to
to value investments, but also how important it is to focus on long term cashflow when building and leading an organization"
Mikael Schiller Owner, Chairman, Acne Studios ‘The easy, no-nonsense approach to corporate valuation.’ Fiona
McGuire, Corporate Finance Director FGS Understanding corporate valuation is crucial for all business people in today’s
corporate world. No other measure can indicate as completely the current status as well as the future prospects of a
company. The Financial Times Guide to Corporate Valuation is a quick, no-nonsense guide to a complex subject.
Whether you’re a manager, executive, entrepreneur or student this comprehensive reading guide will help you tailor your
learning according to your experience, existing knowledge and time constraints. Using the example of a fictional
European telecommunications company, Mobitronics, as a model, it provides key insights into universal issues in
corporate valuation and the most commonly used valuation methods. THE ONLY STRAIGHTFORWARD GUIDE TO
CORPORATE VALUATION
“The Financial Times Guide to Business Development is inspirational. It is easy to read, hard to put down and there are
absolute gems on every page. Read it and get fired up.” Jonathan Straight, Chief Executive of Straight plc, Ernst and
Young Entrepreneur of the Year 2006 “Ian’s insights into how business is getting it wrong, act as a powerful catalyst to
help businesses of all sizes improve and develop in a tough climate.” Len Tingle, BBC Political Editor, Yorkshire, veteran
BBC broadcaster and writer on business issues. “… an interesting and insightful book that breaks down ‘what good
businesses do’, in a format that is easy to understand. A really good read.” Gary Brook, Head of Corporate
Communication, Leeds Building Society “This is a game changer for any business wishing to grow and develop.” Viv
Williams, CEO, 360 Legal Group “If you have a business that needs a boost, then it shows how anyone can become a
do we have to do to be more successful? How do we attract new customers and clients? How do we work more
effectively with the customers or clients we already have? How do we generate more profit? By the time you have read
and digested the 650+ tips, tools, techniques and strategic questions in this book you will have the answers to all of these
questions. You will also know what to do to get bigger and better results. “I am 100% confident that you will find the book engaging, provocative and informative and that, if you follow the steps, you will automatically experience massive improvements in your business development results.” – Ian Cooper

Within the pages of this book, Morton has collected together the best investment minds in the world today. The result is a wealth of insights from the largest group of top talent ever assembled in one book. Investors to be reckoned with, such as Mario Gabelli, Dr. Martin Zweig, Sir John Templeton, John Train, and over 130 other leading market movers from around the globe.

There is increasing pressure for all of us to take responsibility for our own financial security and wellbeing, but we often overlook how the benefits that come with a job can help us do that. Essential Personal Finance: A Practical Guide for Employees focuses on these valuable work benefits and shows how you can build on this important foundation to achieve financial security and your life goals. This unique book explores how making effective and practical use of these work benefits (such as pension scheme, life cover, sick pay, cheap loans, savings schemes and even financial coaching), means facing up to the behavioural biases we are all plagued with. Given that these can get in the way of even the best intentions, Essential Personal Finance tackles these biases head-on with practical ideas and tips for overcoming or harnessing them for good, and will help you to develop a positive and fruitful relationship with your money. With financial stress being a major cause of absenteeism and sick leave, low morale and lost productivity, the advice in this book also offers employers enormous benefits. By empowering employees through financial education and financial awareness, progressive employers will help them feel more in control of their lives, and experience less stress, resulting in higher morale and productivity. Offering a distinctive approach which combines academic insight with practical financial wisdom and tools, this is a must-have book for all employees. It will help you make the most of everything your job has to offer so you can worry less about money and live life to the full.

The Financial Times Guide to Leadership is a one-stop shop for professionals at every stage of their leadership journey. Whether you’re just starting out or are looking to upgrade your current skills, this practical guide takes you through the core building tools of self-awareness, influence and execution. With thought-provoking exercises and action points throughout, plus handy chapter summaries for when you need to access information, this book is your roadmap to becoming a better leader. This definitive guide to leadership includes: What good leadership looks like; How to build your own leadership style; Techniques to lead and influence others; How to build and execute your vision; Everything you need to know to become an authentic and dynamic leader. "My shelves groan under stacks of leadership books. But just a very few stand out as solid gold. The Financial Times Guide to Leadership merits inclusion in that select company. There
is simply no excuse for not applying its very practical steps. I'd urge you to start or continue your journey here!" Tom Peters, author of In Search of Excellence "Finally, a first-class leadership book that focuses on the 'how' and 'what' as well as the 'why' and 'when'. Full of practical steps to take you to the next level." Doug Richard, entrepreneur and founder of School for Startups "Leadership is at the intersection of competence, charisma and the ability to think big for yourself and for others. The Financial Times Guide to Leadership gives you the tools you need to navigate this junction with success." Mercedes Erra, Executive President of Havas Worldwide

The science behind the traits and quirks that drive creative geniuses to make spectacular breakthroughs. What really distinguishes the people who literally change the world--those creative geniuses who give us one breakthrough after another? What differentiates Marie Curie or Elon Musk from the merely creative, the many one-hit wonders among us? Melissa Schilling, one of the world's leading experts on innovation, invites us into the lives of eight people--Albert Einstein, Benjamin Franklin, Elon Musk, Dean Kamen, Nikola Tesla, Marie Curie, Thomas Edison, and Steve Jobs--to identify the traits and experiences that drove them to make spectacular breakthroughs, over and over again. While all innovators possess incredible intellect, intellect alone, she shows, does not create a breakthrough innovator. It was their personal, social, and emotional quirkiness that enabled true genius to break through--not just once but again and again. Nearly all of the innovators, for example, exhibited high levels of social detachment that enabled them to break with norms, an almost maniacal faith in their ability to overcome obstacles, and a passionate idealism that pushed them to work with intensity even in the face of criticism or failure. While these individual traits would be unlikely to work in isolation--being unconventional without having high levels of confidence, effort, and goal directedness might, for example, result in rebellious behavior that does not lead to meaningful outcomes--together they can fuel both the ability and drive to pursue what others deem impossible. Schilling shares the science behind the convergence of traits that increases the likelihood of success. And, as Schilling also reveals, there is much to learn about nurturing breakthrough innovation in our own lives--in, for example, the way we run organizations, manage people, and even how we raise our children.

The Financial Times Guide to Banking is a comprehensive introduction to how banks and banking works. Best-selling author Glen Arnold provides you with a foundation for understanding the wide variety of activities undertaken by banks. He shows you why these global institutions are so important to consumers and finance professionals alike and explains how their activities impact on everyday life. The Financial Times Guide to Banking will give you: - A thorough understanding of all types of banking from retail through to asset management and investment banking. - An overview of global banking including the worldwide evolution of the sector, the influence of cross-border money flows and the importance of modern banking to international development - Expert knowledge about instruments and markets including debt markets, futures markets and swaps and options - Insight into the crucial
importance of central banking and government regulation - Answers to the big questions about monetary policy and interest rates, payment systems and banking success

The FT Guide to Business Coaching shows you everything you need to know about becoming a business coach, from how to find out if you've got what it takes, through the basic tools and models that really work. This book gives you a step-by-step guide to the tools, the market knowledge and the crucial new techniques from psychology you need to become an exceptional business coach. Clear, compelling and comprehensive, covering classic and fresh material from both business and psychology, this is the first book to cover both the critical elements of world-class business coaching. This book takes you through a tried and trusted process developed specifically for senior business leaders. It will help you: Know when to coach and when to lead. Build powerful listening skills. Get to grips with the most useful and up-to-the minute coaching tools and psychological techniques. Calculate if - and crucially, how - you can make a living as a business coach. Decide if, how and when to go for accreditation as a coach.

The Financial Times Guide to How the Stock Market Really Works is an introduction to the complex world of the financial markets. Whether you are new to investing, or already have a share portfolio, this is an intelligent guidebook will guide you safely through the often confusing world of investing. Written especially for the ordinary investor, it will provide you with the key strategies you need to make money on the stock market.

Gain the knowledge and confidence you need to build and manage budgets and forecast financial information. This book demystifies budgets and forecasts, providing simple explanations and clear examples. It includes integrated checklists, goals and milestones, to ensure you are on target to achieve the best results. Part of The Financial Times Essential Guides series: Task-focused and results-orientated, the essential guides are for every manager who wants to move their skills beyond the ordinary to the best.

The Financial Times Handbook of Corporate Finance is the authoritative introduction to the principles and practices of corporate finance and the financial markets. Whether you are an experienced manager or finance officer, or you're new to financial decision making, this handbook identifies all those things that you really need to know: · An explanation of value-based management · Mergers and the problem of merger failures · Investment appraisal techniques · How to enhance shareholder value · How the finance and money markets really work · Controlling foreign exchange rate losses · How to value a company The second edition of this bestselling companion to finance has been thoroughly updated to ensure that your decisions continue to be informed by sound business principles. New sections include corporate governance, the impact of taxation on investment strategies, using excess return as a new value metric, up-to-date statistics which reflect the latest returns on shares, bonds and merger activities and a jargon-busting glossary to help you understand words, phrases and concepts. Corporate finance touches every aspect of your business, from deciding which capital expenditure projects are worth backing, through to the immediate and daily challenge of share holder value, raising finance or managing risk. The Financial Times Handbook of Corporate Finance will help you and your business back the right choices, make the right decisions and deliver improved financial performance. It covers the following
areas: · Evaluating your firm’s objectives · Assessment techniques for investment · Traditional finance appraisal techniques · Investment decision-making in companies · Shareholder value · Value through strategy · The cost of capital · Mergers: failures and success · Merger processes · How to value companies · Pay outs to shareholders · Debt finance · Raising equity capital · Managing risk · Options · Futures, forwards and swaps · Exchange rate risk

Learn how to make your company more efficient, increase customer value with less work and make better use of your organisation’s resources by implementing a Lean management strategy. The Financial Times Guide to Lean is a guide to the tools that are used to implement Lean, showing you how to apply Lean practices fully into your organisation or company. This book offers a comprehensive and objective look at lean strategy and how it can be tailored for different companies.

The Financial Times Guide to Using and Interpreting Company Accounts is designed for the non-accountant manager, investor or entrepreneur who is expected to have financial knowledge but may not have accounting training. Wendy McKenzie approaches the project via three key points: What information will I find in these accounts?; How do I analyse the accounts?; How can I use my analysis? Using publicly available actual accounts, the book begins by covering the ‘numbers’ from company accounts then moves on to information such as the financial review and then explains the logic of the accounts. To help with the interpreting of the numbers Wendy shows the reader how to understand issues such as cash flow, what this will tell you about a company, how to consider a competitor’s accounts and how to perform ratio calculations to help with company analysis.

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