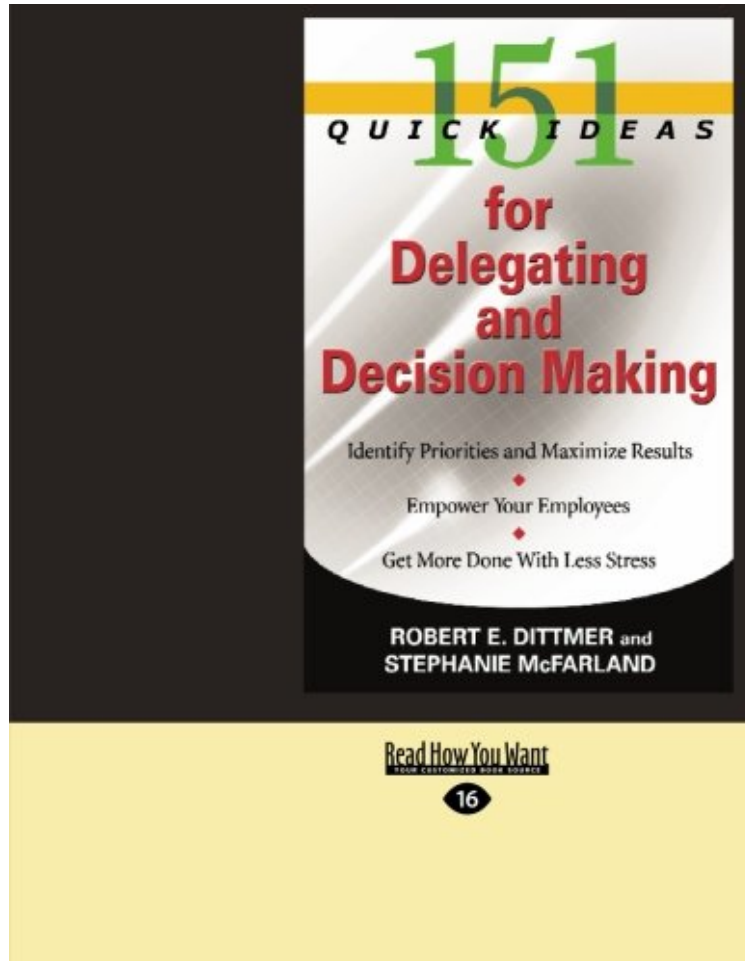


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151 Quick Ideas for Delegating and Decision Making

Robert E. Dittmer

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Research and experience demonstrate two areas with which many new managers are completely unfamiliar: delegating tasks and work, and making decisions. Some struggle with this for years.

About the Author Bob Dittmer has more than 35 years experience in public relations, marketing, and higher education. He currently serves as a faculty member of the Indiana University School of Journalism, culminating more than 15

years as an adjunct faculty member with colleges and universities around the country in both graduate and undergraduate programs. He teaches public relations courses, is responsible for managing the public relations sequence, and serves as the marketing and retention officer for the school.