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management, to win funds for crucial projects, to become fully integrated into the organization. Sadly, most facility manager's Guide to Finance and Budgeting is the first primer designed to teach them the ropes quickly, concisely, and with minimum pain.

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As a new manager it's crucial to determine what should be a primary concern and what can be secondary to keep your team on track. To help prepare new managers for these decisions, I meet with them as often as possible for training, but I also share a lot of practical advice.

The First Time Managers Handbook | When I Work

To help program managers fulfill these goals, the Administration for Children and Families has developed The Program Manager's Guide to Evaluation. The guide explains program evaluation - what it is, how to understand it, and how to do it.

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