
Covey, S. (1989) The Seven Habits of Highly Effective People, Simon & Schuster


Further reading


Chartered Management Institute, (2006) Checklist 166: Knowledge management

Langdon K. (2001) Smart things to know about: Decision Making, Capstone Publishing

Websites

www.management-standards.org — sets out the national standards that describe the level of performance expected in employment for a range of management activities

www.managers.org.uk — Chartered Management Institute

www.ico.gov.uk — the Information Commissioner’s Office website, giving guidance on access to official information and protecting personal information

www.opsi.gov.uk — the full text of the Data Protection Act