

# FOR THE FIRST TIME

## ALL KEY ADMIN REFERENCES



**Available  
to Train  
and Help  
Every  
Employee**

# HUBBARD ADMINISTRATIVE TECHNOLOGY

FULLY INDEXED WITH MASTER GLOSSARIES



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How to Handle Work  
Handling Distractions  
Work As A Game

### IV Establishing & Organizing

How to Organize for Production  
Valuable Final Products  
The Pattern Of Organization

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Graphing Statistics  
Statistical Analysis

### VI Executive Skills

Leadership Essentials  
Tools of Management  
Data Evaluation & Logic

### VII Goals Management

Goals, Purposes & Policy  
Strategic Planning  
Making Planning Become  
Actualty

### VIII Marketing & Public Relations

Survey Technology  
Promotional Design  
Ads & Copywriting

### IX Financial Management

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Exchange  
Economics

### X Business Ethics & Justice Procedure

Ethics and Production  
Handling Ups & Downs  
Resolving Conflicts