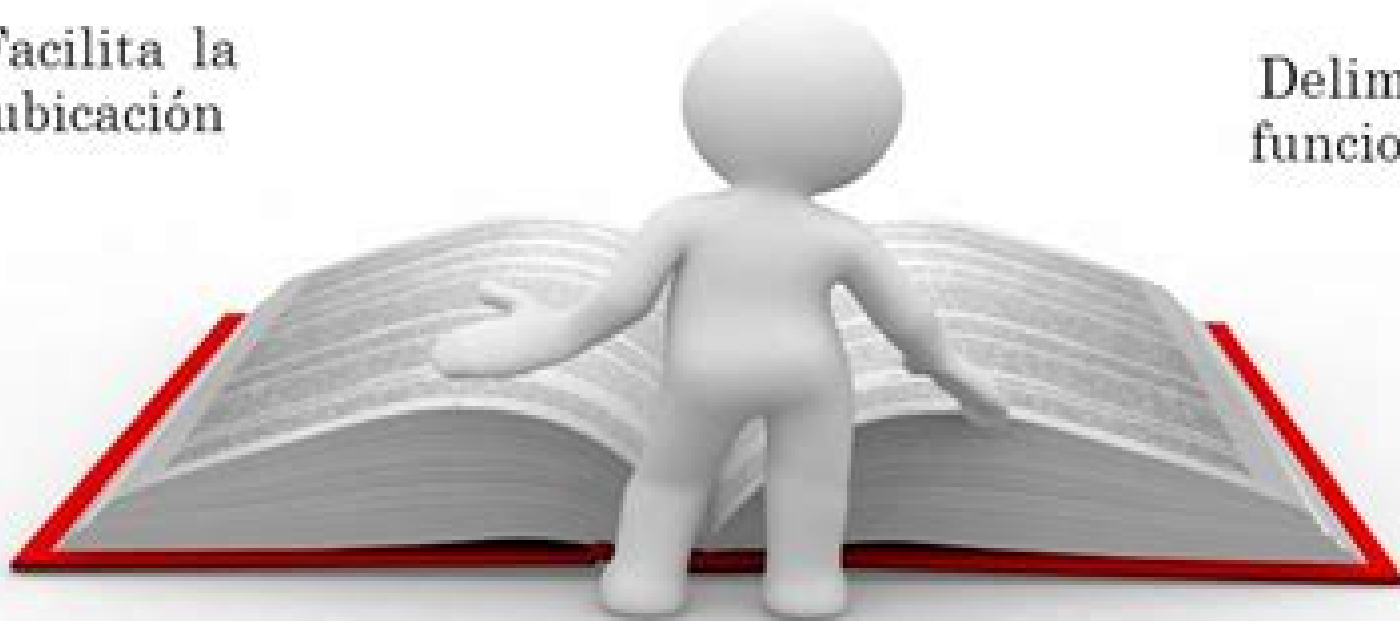


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Administración de servicios de alimentación. Calidad, nutrición, productividad y beneficios Blanca Dolly Tejada de Lopez, 2006 *Administración para profesionales en salud* Juan Carlos García Ubaque, Este libro presenta una síntesis acerca de los aspectos administrativos que rodean el quehacer de los profesionales de la salud Para ello presenta una discusión alrededor de los conceptos básicos del diario vivir en salud y de la administración aplicada al sector salud para posteriormente incluir conceptos enfoques y experiencias de gestión en instituciones prestadoras de servicios de salud y en entidades de la seguridad social Una vez concluidas esas discusiones se presenta el proceso administrativo que se enfoca en cada una de sus etapas y lo orienta al quehacer del médico dentro de estas Finalmente cierra con las tareas administrativas en el campo de los recursos financieros lógicos y del talento humano del sector salud Así se espera que quienes usen este libro puedan acercarse a conceptos esenciales de la administración que todo profesional de la salud debe conocer y así aportar a la discusión de su aplicabilidad en este sector **Manual de organización y manual de funciones**, 1975 **Manual de funciones y procedimientos para un departamento de control** Luis Gomez Galve, 1970 Guía metodológica para reestructuración de entidades públicas Colombia. Departamento Administrativo de la Función Pública, 1999 **Manual de funciones, procesos y procedimientos en industrias herval ltda** Vanessa Herrera Zuleta, 2007 Introducción Para realizar el manual de funciones procesos y procedimientos se identificaron cada una de las funciones de la empresa INDUSTRIAS HERVAL LTDA y cada uno de los procesos y procedimientos del departamento de producción fueron recolectados analizados y posteriormente sistematizados para luego ser documentados desde la perspectiva de las teorías de la Administración de la calidad total y el empoderamiento En la recolección de datos se aplicó tanto para el departamento administrativo y de producción una entrevista semi estructurada que sirvió como instrumento para enfatizar el diagnóstico organizacional con respecto a las necesidades del departamento de producción Por lo tanto en este proyecto de investigación se diseñó un manual de funciones para toda la empresa y un manual de procesos y procedimientos en el departamento de producción que permita verificar a cada empleado lo que debe hacer según el nivel jerárquico y la escala salarial en que se encuentra ubicado dentro de la organización Estos manuales pretenden mejorar la calidad eficacia y productividad del talento humano de la empresa INDUSTRIAS HERVAL LTDA con miras a dar una visión más amplia e integral del trabajo realizado encaminado a la generación de resultados y en la búsqueda de la modernización organizacional **Sistemas de transmisión y frenado - Novedad 2023** Esteban J. Domínguez Soriano, Julián Ferrer Ruiz, 2023 1 La transmisión en los vehículos 2 Embragues y convertidores de par 3 Cambios manuales grupos reductores y diferenciales 4 Cambios automáticos y variadores 5 La transmisión 4x4 rboles y semi rboles 6 Transmisión de vehículos híbridos y eléctricos 7 Los frenos de los vehículos 8 Constitución y mantenimiento del sistema de frenos 9 Sistemas de seguridad en los frenos 10 Sistemas de freno en vehículos industriales y agrícolas 11 El freno del estacionamiento 12 Sistemas de freno regenerativo y frenado inteligente

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