



## Contemporary Club Management with Answer Sheet (AHLEI) 3e (3rd Edition) (AHLEI - Club Management)

By Joe Perdue, American Hotel & Lodging Association

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*CONTEMPORARY CLUB MANAGEMENT, 3/e* introduces students to the complex world of private club management. Chapter contributors are hospitality educators and others with expertise in the areas of club management and facilities. The third edition features two new chapters. “Effective Communication for Club Managers” covers common communications challenges; speaking, writing, and listening; important workplace communication issues, and technology and communication. “Club Facility Management” provides an overview of facility management responsibilities at a private club, sustainability, building projects, and quality assessments. Other topics include Club Governance and the General Manager/CEO, Membership Marketing, Club Food and Beverage Operations, and Golf Operations in Clubs.

Editors: Joe Perdue, CCM, CHE, and Jason Koenigsfeld, Ph.D., CHE, for the Club Managers Association of America

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### **About the Educational Institute**

#### **We Train The Best!**

The American Hotel and Lodging Educational Institute (AHLEI) is the premier source for delivering quality hospitality education, training and professional certification that serves the needs of hospitality schools and industries worldwide.

The AHLEI meets and exceed its education and training mission by providing materials for all levels of hospitality personnel via: online learning, distance learning courses, videos, seminars, textbooks, and study guides.

Professional certification from the AHLEI is the ultimate distinction of professional excellence for the hospitality industry. It certifies and validates competencies in conjunction with academia and industry experts for over 35 positions in the hospitality industry; designations from front-line to general manager, including the prestigious CHA - the Certified Hotel Administrator.

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