About this Publication:

Administrative Management was written specifically for people working in the field of administrative management, as well as those studying administrative management at higher education institutions. This up-to-date information source will provide both prospective and current information managers and office professionals with the necessary knowledge and insight into information management. It will enable them to manage the information needs of the organisation so that timely, relevant and accurate information is available to managers at all levels so that they can make meaningful decisions.

Contents Include:

Chapter 1
Introduction
1.1 The role of the management function within an organisation
1.2 The role of the administrative function within an organisation
1.3 The role of the administrative manager in an organisation
1.4 The information needs of the organisation
1.5 The relationship between the administrative function and the other functions in an organisation
1.6 The administrative manager of the future
1.7 Conclusion
1.8 Self-assessment
References

Chapter 2
Introduction
2.1 Defining a system
2.2 The objectives of a system
Of Interest and Benefit to:

This newly updated resource will provide both prospective and current information managers and office professionals with the necessary knowledge and insight into information management. It will enable them to manage the information needs of the organisation so that timely, relevant and accurate information is available to managers at all levels to assist them in making meaningful decisions.

Key Benefits

- Grounded in research on the roles and responsibilities of managers and administrative practitioners within different organisations in South Africa, topics include: The role of administrative management within an organisation
- Information systems, office systems and the management of information
- Written and electronic communication
- Meetings and meeting procedures
- Office layout, environment, equipment and furniture
- The virtual workplace
- Office procedures, workflow and productivity
- Planning, organising, leading, control and problem solving
- Managing cultural diversity
- Business ethics
- Risk management and loss control.