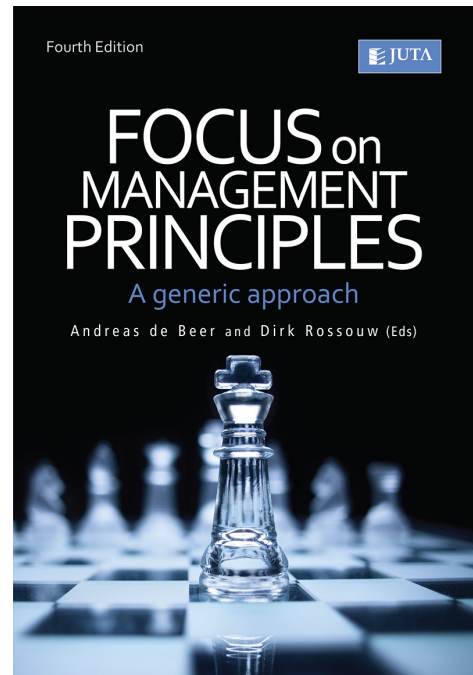


Focus on Management Principles

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About this Publication:

Focus on Management Principles: A generic approach presents management principles that are needed in the workplace today to ensure the sustainability of an organisation.

The following topics are discussed:

- How management theory has evolved and the environment in which management operates
- The tasks of management
- Leadership, teamwork and interpersonal skills
- Organisational culture, diversity management, business ethics, corporate social responsibility, organisational politics, change management and HIV/Aids in the workplace.

Key Benefits

- Learning outcomes to introduce each chapter
- Self-assessment exercises at the end of each chapter
- In-text activities and the latest developments in the field to enhance the reader's understanding of topics covered.

Contents Include:

Chapter 1: An outline of management

- Introduction
- Historical background of management
- The evolution of management theory
- The management environment
- The composition of the management environment

Chapter 2: Management tasks

- Introduction
- What is management?
- The management tasks
- Planning
- Time management
- Organising
- Leading
- Controlling
- Integration

Chapter 3: Leadership and teamwork

- Introduction
- The nature of leading
- Leadership

Chapter 4: Interpersonal skills

- Introduction
- What is communication?
- The communication process
- The principles of effective communication
- Methods of communication
- Motivation
- Handling conflict

Chapter 5: Contemporary issues: Organisational culture, diversity, management, business ethics and corporate social responsibility

- Introduction
- Organisational culture
- Diversity management
- Ethics
- Social responsibility

Chapter 6: Contemporary issues: Organisational politics, change management, and HIV/Aids in the workplace

- Introduction
- Organisational politics
- Change management
- HIV/Aids

Of Interest and Benefit to:

This book has a hands-on approach giving readers a practical understanding of the management principles relevant to the workplace today. It is an introduction to general management for undergraduates and potential managers like first-time managers, managers at the operational level, supervisors and operational managers who need a brief overview of general management.