

Modern Management Concepts And Skills 13th Edition

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Chapter 1 Introducing Modern Management: Concepts and Skills 1) The four basic management functions are planning, organizing, influencing and controlling.

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For courses in Management: Concepts and Skills for the Successful Manager Modern Management: Concepts and Skills is the longest-standing trusted source material on business management. The text comprehensively addresses major concepts such as planning, organizing, influencing and controlling management, as well as the challenges that face all managers. A hands-on approach not only conveys important topics, but also helps students possess the skills they need to be successful in management. The Fourteenth Edition contains updated information and new case studies and examples to reflect the most recent research and developments in the management world. Illustrated with beautiful photography, the text remains engaging and concise while communicating the most important concepts in management. MyManagementLab is not included. Students, if MyManagementLab is a recommended/mandatory component of the course, please ask your instructor for the correct ISBN. MyManagementLab should only be purchased when required by an instructor. Instructors, contact your Pearson representative for more information. MyManagementLab is an online homework, tutorial, and assessment product designed to personalize learning and improve results. With a wide range of interactive, engaging, and assignable activities, students are encouraged to actively learn and retain tough course concepts.

Brief Table of Contents Part 1 Introduction to Modern Management Chapter 1. Management Skills: The Key to Organizational Success Chapter 2. Managing: History and Current Thinking Part 2 Modern Management Challenges Chapter 3. Corporate Social Responsibility and Business Ethics Chapter 4. Management and Diversity Chapter 5. Managing in the Global Arena Chapter 6. Management and Entrepreneurship Part 3 Planning Chapter 7. Principles of Planning Chapter 8. Making Decision Chapter 9. Strategic Planning Chapter 10. Plans and Planning Tools Part 4 Organizing Chapter 11. Fundamentals of Organizing Chapter 12. Responsibility, Authority, and Delegation Chapter 13. Managing Human Resources Chapter 14. Organizational Change: Stress and Conflict Part 5 Influencing Chapter 15. Fundamentals of Influencing and Communication Chapter 16. Leadership Chapter 17. Motivation Chapter 18. Groups and Teams Chapter 19. Corporate Culture Chapter 20. Creativity and Innovation Part 6 Controlling Chapter 21. Controlling, Information, and Technology Chapter 22. Production Management and Control.

For courses in management. Concepts and skills for the successful manager Modern Management: Concepts and Skills takes a unique approach that helps students develop a specific management skill in each chapter. Organized around the functions of planning, organizing, influencing, and controlling, the content specifically focuses on how students can be more strategic and more creative, work as team members, become successful leaders, and more. The chapters are designed to build these skills, and others, to fulfill the core objective: To help students both obtain employment and flourish in the workplace. The 15th Edition contains new case studies and examples to reflect the most recent research and developments in this field, as well as updated information. Also available with MyLab Management By combining trusted authors' content with digital tools and a flexible platform, MyLab Management personalizes the learning experience and improves results for each student. NOTE: You are purchasing a standalone product; MyLab(tm) Management does not come packaged with this content. Students, if interested in purchasing this title with MyLab Management, ask your instructor to confirm the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information. If you would like to purchase both the loose-leaf version of the text and MyLab Management, search for: 0134889169 / 9780134889160 Modern Management: Concepts and Skills, Student Value Edition Plus MyLab Management with Pearson eText -- Access Card -- for Modern Management: Concepts and Skills

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Prepares students to be supervisors in a challenging modern workplace. This book is based on the premise that organizational variables including diversity in the workforce, computer and communication technology, and the design of organization structures are constantly changing

Using a three-pronged approach of concepts, applications, and skill development, MANAGEMENT FUNDAMENTALS, International Edition gives your students a solid foundation of management concepts and real skills they can use in the workplace. Through a variety of thought-provoking applications, Lussier challenges students to think critically and apply concepts to their own experiences. Proven skill-building exercises, behavioral models, self-assessments, and group exercises throughout the text help students realize their own managerial potential. The 14-chapter format is comprehensive enough for the one-term course yet flexible enough to allow for additional readings, activities, or discussions.

This major textbook meets the clear need for a substantial but accessible introduction to the practice of human resource management (HRM) within the context of relevant theory and current debates. In a discussion that ranges from the strategic and policy aspects of HRM to the day-to-day processes of employee management, the author identifies and explores key concepts and skills. Distinctive features of the book include: a focus on issues of direct relevance to all line managers, not just to human resource specialists; a combination of a knowledge-based approach with a practical introduction to the most important skills; numerous examples, encapsulating concepts and techniques in clear tables, and a teaching appendix of discuss

The classic view on conflict has always been that conflict in any form is harmful and should be avoided at all cost. However, modern scholars and the corporate world at large are fast realizing that conflict is not as lethal as considered to be and if maintained within certain parameters, it can actually boost a company ' s growth. This text tells exactly how and when a conflict can be translated into a successful process and when it should be checked before it spells trouble for the company. The book covers cases from all the essential areas of conflict and analytically discusses every aspect while striking a clear balance between theory, concept and application. This book is an attempt to expose readers to varied perspectives, to challenge their individual positions and ideologies, and to inspire, inform and train them in the field. The volume is designed for the postgraduate students of management as well as those pursuing similar professional courses. Besides, professionals and anyone keen on learning the various aspects of conflict and its management will find this book immensely useful. KEY FEATURES Cartoons and illustrations throughout the text to make it an interesting read Focus on both skill development and practical usage Chapter summary and review questions at the end of each chapter for better conceptual understanding

In order to succeed in today ' s increasingly competitive environment, corporations, companies, governments, and nonprofit organizations must be conversant with modern project management techniques. This is especially true for individuals looking to remain professionally competitive. Illustrating the why, what, and how of project management, Project Management Concepts, Methods, and Techniques will help readers develop and refine the skills needed to achieve strategic objectives. It presents a balanced blend of detailed explanatory texts and more than 200 illustrations to supply readers with actionable knowledge that can be put to use immediately. Completely aligned with the Project Management Institute Body of Knowledge (PMBOK® Guide), this book is the ideal platform for developing the understanding needed to plan, schedule, and deliver successful projects. Explaining how to recognize performance obstacles, it supplies time-tested strategies to help you overcome performance obstacles and produce positive results Master the communication and relationship management techniques required for success Develop and refine the core project management skills needed to manage projects in multi-disciplinary and cross-functional environments Filled with exercises, worked-through answers, and self-assessment techniques, this book is an ideal guide for anyone who works directly or indirectly with the management of projects. It illustrates a wide range of real-world situations to help you develop the real-world knowledge needed to consistently deliver projects that meet and exceed stakeholder requirements well into the future.

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