

CONTENTS

INTRODUCTION	page	7
Chapter 1	BASICS CONCEPTS IN MANAGEMENT	page 9
Chapter 2	HISTORICAL DEVELOPMENT OF MANAGEMENT	page 19
Chapter 3	CHARACTERIZATION OF MANAGER	page 29
Chapter 4	DECISION MAKING	page 41
Chapter 5	MANAGERIAL PLANNING	page 54
Chapter 6	STRATEGIC MANAGEMENT	page 67
Chapter 7	ORGANISING FOR MANAGEMENT	page 80
Chapter 8	HUMAN RESOURCE MANAGEMENT	page 93
Chapter 9	LEADERSHIP IN MANAGEMENT	page 106
Chapter 10	TEAMS AND TEAMWORK	page 119
Chapter 11	MOTIVATION THEORY AND PRACTICE	page 130
Chapter 12	CONTROL IN MANAGEMENT	page 143
BIBLIOGRAPHY	page	155
LIST OF FIGURES	page	157
NOTES	page	159