Given that management can be defined as the activity that allocates and utilizes resources to achieve group or organizational goals, anyone who is in a position to assign and use a group's or organization's human or nonhuman resources may benefit by making use of selected readings from this bibliography. The editor has divided the bibliography into topical sections: introduction to management thought, management's social responsibility, management functions and principles, planning, organizing, directing, communication, controlling, secondary management functions, decisionmaking, and selected topics of interest to managers. (Author/WM)
A SELECTED BIBLIOGRAPHY OF READINGS IN MANAGEMENT THEORY AND PRACTICE

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COUNCIL OF PLANNING LIBRARIANS               Exchange Bibliography #637

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MANAGEMENT THEORY AND PRACTICE

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PREFACE

Interest in the subject of Management is not limited to businessmen. Those engaged in the study or practice of almost any profession or vocation can benefit from some knowledge of the broad field of management. Indeed, even the housewife "manages" her household. Given that Management can be defined as the activity that allocates and utilizes resources to achieve group or organizational goals, anyone who is in a position to assign and use a group's or organization's (human and/or non-human) resources may benefit by making use of selected readings from this bibliography.

Given that Management is broad in scope, the editor has divided the bibliography into topical sections. The readings listed under each section relate directly to the topic heading or section title. It is suggested that the user begin by reviewing those readings classified under the topic heading of direct interest. However, since it is almost certain that other readings of interest will be listed under other topical headings, the user may wish to scan other sections.

The user will find, in parentheses, a selected listing of related subtopics directly under the top heading. The topic headings are:
I. Introduction to Management Thought.

(Including the subtopics of: Goals, Systems Theory, Role Theory, Integration Theory and other subtopics.)


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II. Management's Social Responsibility


III. Management Functions and Principles

(Including the subtopics of: What Managers Do, the Universality of Management, Scientific Management, Is Management an Art or a Science, and other subtopics.)


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Rush, Harold N. F. "What is Behavioral Science?" The Conference Board Record, Volume 2, Number 9, September 1965, pp. 35-44.


"What is Scientific Management?" Excerpt from testimony of Frederick W. Taylor at hearings before the Special Committee of the House of Representatives to Investigate the Taylor and Other Systems of Shop Management, January 25, 1912, pp. 1387-1389.


IV. Planning

(Including the subtopics of: Management by Objectives, The Development of Plans, Top Level Role Prescriptions, Policy Formulation, Forecasting and other subtopics.)


McConkey, Dale D. "LBO - Twenty Years Later, Where Do We Stand?" Business Horizons, Indiana School of Business, Volume 16, Number 4, August 1973, pp. 25-32.


13. CPL Exchange Bibliography #637


V. Organizing

( Including the subtopics of: Delegation, Decentralization, Span of Control, The Role of the Board of Directors, Division of Labor, Job Enrichment, Job Enlargement, Departmentation, Line and Staff, Matrix Forms of Structure, Project Management, Committees, Organization Growth and Change, Organization Development, Sensitivity Training, and other subtopics.)


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_________. "Organizations of the Future," Personnel Administration, Fall 1967.


Fiedler, Fred E. "Engineer the Job to Fit the Manager," *Harvard Business Review*. Copyright 1965 by the President and Fellows of Harvard College; all rights reserved.


16. CPL Exchange Bibliography #637


Herman, Stanley M. "What is This Thing Called Organization Development?" Personnel Journal, Volume 50, August 1971, pp. 545-557.


Odiome, George S. "Up the Pyramid... Doughtnut... Beehive!" Nations Business, Volume 60, Number 1, January 1972, pp. 62-64.


Stewart, John H. "Making Project Management Work," Business Horizons, Volume 8, Number 3, Fall 1965, pp. 54-68.


VI. Directing

(Including: Authority, Motivation, Power, Leadership and Supervision, Traits and Role Behaviors of Successful Managers and other subtopics.)


21. CPL Exchange Bibliography #637


Fiedler, Fred E. "How Do You Make Leaders More Effective?: New Answers to an Old Problem," *Organizational Dynamics,* Volume 1, Autumn 1972, pp. 2-19.


23. CPL Exchange Bibliography #637


26. CPL Exchange Bibliography #637


VII. Communication
(Including Management Information Systems and other subtopics.)


Irwin, H. Derman. "Do You 'MIS' Understand?" Business Horizons, October 1972, pp. 55-64.


Minter, Robert L. "To be an Effective Communicator Think Negatively," Personnel Journal, Volume 49, pp. 1028-1030.


VIII. Controlling

(Including: Managing Internal Conflict, Coordination, Control Procedures, The Auditing Approach, Human Resource Utilization, and other subtopics.)


IX. Secondary Management Functions

(Including: Staffing/Management Recruiting, Selection, Development, Compensation and Appraisal and other subtopics.)


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X. Decision Making

(Including: The Use of Quantitative Methods in Making Decision and other subtopics.)


XI. Selected Readings of Interest to Managers


