

NATO Library

THEMATIC BIBLIOGRAPHIES
No.3/2001

**MANAGEMENT, LEADERSHIP AND
ORGANIZATIONAL CHANGE**

**MANAGEMENT, LEADERSHIP ET
CHANGEMENT ORGANISATIONNEL**

Bibliographies Thématiques
No. 3/2001

Bibliothèque de l'OTAN

WHERE TO CONTACT US :

NATO Library
Office of Information and Press
Room Nb123
1110 Brussels
Belgium

Tel.: (32)2/707.44.14
Fax: (32)2/707.42.49
E-mail: library@hq.nato.int

OU NOUS CONTACTER :

Bibliothèque de l'OTAN
Bureau de l'Information et de la Presse
Bureau Nb123
1110 Bruxelles
Belgique

Tél.: (32)2/707.44.14
Télécopieur: (32)2/707.42.49
Adresse électronique: library@hq.nato.int

**HOW TO OBTAIN A PUBLICATION IN THE LIST
BELOW :**

As a member of the NATO HQ staff you can borrow books (Type: M) for a period of one month and magazines for one week. Reference works (Type: REF) must be consulted in the Library. People from outside NATO can borrow books through their local library via the interlibrary loan system.

**COMMENT OBTENIR UNE PUBLICATION
MENTIONNÉE DANS LA LISTE CI-DESSOUS :**

En tant que membre du personnel de l'OTAN vous pouvez emprunter des livres (Type: M) pour une période d'un mois et des revues pour une semaine. Les livres de référence (Type: REF) sont à consulter sur place. Les personnes n'appartenant pas à l'OTAN peuvent s'adresser à leur bibliothèque locale et emprunter des ouvrages via le système de prêt inter-bibliothèques.

BOOKS LIVRES

ADMINISTRATIVE AGENCIES--MANAGEMENT

Excellence in Government : Total Quality Management in the 1990s -

Arlington, VA : Coopers & Lybrand, 1990.

ISBN/ISSN:0944533019

xii, 297 p. : ill. ; 24 cm.

ID number: 80006111

Type: M

Library Location: 65.012 /00078

Author(s):

1. Carr, David K.

2. Littman, Ian D.

Additional Subject(s):

1. INDUSTRIAL MANAGEMENT

2. MANAGEMENT

Includes index.

'This book gives hundreds of real-world examples of how federal, state and local governments use TQM (Top Quality Management) methods to reach new heights of service quality, while saving millions of taxpayers money'.

BUSINESS COMMUNICATION

Speaking Globally : How to Make Effective Presentations Across

International and Cultural Boundaries - London : Kogan Page, 1997.

ISBN/ISSN:0749422211

194 p. : ill. ; 22 cm.

ID number: 80014687

Type: M

Library Location: 65.012 /00136

Author(s):

1. Urech, Elizabeth

Additional Subject(s):

1. PUBLIC SPEAKING

'This book is vital reading for anyone who is faced with the task of addressing audiences around the world. It enables both native and non-native English speakers to make effective presentations across international and cultural boundaries. It shows you how to present your ideas with clarity and power; control your nerves and increase your confidence; handle unexpected situations with ease; adapt language and gestures to suit your audience.'

BUSINESS FORECASTING

The Handbook of forecasting : a manager's guide - 2nd ed. - New York :

Wiley, 1987.

ISBN/ISSN:0471839035

xviii, 638 p. : ill. ; 24 cm.

ID number: 70004295

Type: M

14717405

Library Location: 65.012 /00034

Additional Subject(s):

1. MANAGEMENT

Added entry(s):

1. Makridakis, Spyros G., ed.

2. Wheelwright, Steven C., 1943- , ed.

'A Wiley-Interscience publication.'

Includes bibliographies and index.

BUSINESS--CROSS-CULTURAL STUDIES

Mind Your Manners : Managing Business Cultures in Europe - London :

Nicholas Brealey, 1995.

ISBN/ISSN:1857880855

iv, 236 p.; 24 cm.

ID number: 80011903

Type: M

Library Location: 65.012 /00119

Author(s):

1. Mole, John

'Managers working in a multicultural environment often make two mistakes : they misunderstand the behavioural and cultural differences, or are over-sensitive and defensive. Both can lead to reduced effectiveness and alienation - even confrontation. This book addresses such crucial issues as communication; leadership; decision making; formal and informal meetings; teams; networking.'

Riding the Waves of Culture : Understanding Cultural Diversity in Business

- London : Nicholas Brealey, 1993.

ISBN/ISSN:1857880331

x, 192 p. : ill.; 24 cm.

ID number: 80011670

Type: M

Library Location: 65.012 /00116

Author(s):

1. Trompenaars, Fons

Includes index.

'Using research involving 15,000 employees in 50 countries, the author explores the cultural extremes and the incomprehension that can arise when doing business across cultures - even when people are working for the same company. He explains that there are five key factors that affect how we all deal with each other, together with the cultural dimensions of our attitude to time (especially the future) and nature. Furthermore, these dimensions combine to create four basic 'types' of corporate culture : the Family (e.g. Japan, Spain, Belgium), the Eiffel Tower (e.g. large French and German companies), the Guided Missile (e.g. US, UK), and the Incubator (e.g. start-up companies in Silicon Valley).'

CIVIL SERVICE--GREAT BRITAIN--PERSONNEL MANAGEMENT

Managing People in the Public Services - Houndmills, UK : MacMillan, 1996.

ISBN/ISSN:0333630440

xxii, 399 p. : ill.; 23 cm.

ID number: 80013492

Type: M

Library Location: 65.012 /00132

Author(s):

1. Farnham, David

2. Horton, Sylvia

Bibliography: p. 360-385. Includes index.

'The aim of this book is to describe and analyse the changing patterns of people management in the public services. Public-service organisations are labour-intensive bodies, with relatively high levels of union membership. They have traditionally claimed to be model, good-practice employers, incorporating centralised personnel policies and Whitley negotiating machinery. But things are changing. With the introduction of the 'new public management' and a greater emphasis on cost-efficiency, quality and the primacy of client interests, innovatory employment policies and personnel practices are emerging within the public services. These include performance-management systems, performance-related pay, individual contracts and decentralised bargaining. The authors examine both the historical origins of the state as an employer and the political and economic forces which are shaping current changes. They assess the impact of the new managerialism on how public servants are being managed and on the employment relationship. In-depth case studies are provided covering the Civil Service, the National Health Service, local government and the police. The authors also examine the extent to which these developments represent a 'new people management' in contrast to traditional personnel management in this vital part of the economy.'

CIVIL SERVICE--MANAGEMENT

New Public Managers : Public Servants in Transition - Houndmills :

MacMillan, 1996.

ISBN/ISSN:0333650824

xvi, 308 p. : ill. ; 23 cm.

ID number: 80013493

Type: M

Library Location: 65.012 /00133

Includes index.

'Many changes are taking place in the public sector across Europe as emphasis is being placed on the efficient use of resources, the way that public organizations are managed and their relationship with clients and customers. Post-bureaucratic structures are being introduced and a more managerialist culture is being established. A new type of public servant is emerging - the public manager. This book consists of three theoretical chapters and nine case studies of public managers which examine these changes among member states of the European Union. The concluding chapter identifies common trends and explains similarities and differences in terms of constitutional, political, cultural and economic contexts.'

Parkinson's Law - Harmondsworth, UK : Penguin Books, 1965.

ISBN/ISSN:

109 p. : ill. ; 18 cm.

ID number: 80012740

Type: M

Library Location: 65.012 /00126

Author(s):

1. Parkinson, Cyril Northcote

Additional Subject(s):

1. TIME MANAGEMENT

2. PUBLIC ADMINISTRATION

3. MANAGEMENT

'Work expands so as to fill the time available for its completion. This is it - the book with which a professor of history has poured the healing poison into three-quarters of a million ears and undermined the administration of big business and the civil service.'

Ne dites pas a ma mere que je suis fonctionnaire, elle croit que je travaille - Bruxelles : Labor, 1992.

ISBN/ISSN:2804007960

192 p. ; 21 cm.

ID number: 80012640

Type: M

Library Location: 65.012 /00125

Author(s):

1. Riche, Francois

Additional Subject(s):

1. PERSONNEL MANAGEMENT

Bibliography: p. 183-186.

'Depoussierer le service public, le rendre plus performant, donner du tonus aux relations entre ses agents et ses utilisateurs : ce livre n'est pas que celui d'une ambition. Il relate aussi des experiences, des premieres realisations dans un domaine qui n'est plus partout celui de l'apathie, de la resignation et du ronron des ronds de cuir.'

COMMUNICATION IN MANAGEMENT

Le guide pratique de la communication - Paris : Eyrolles, 1989.

ISBN/ISSN:

167 p. ; 24 cm.

ID number: 70005854

Type: M

ocm19821650

Library Location: 65.012 /00056

Added entry(s):

1. Institut des Relations Publiques et de la Communication (FR)

Bibliogr.

Communicate with Confidence! : How to Say It Right the First Time and Every Time - New York : McGraw-Hill, 1994.

ISBN/ISSN:007006606X

xv, 413 p.; 24 cm.

ID number: 80011649

Type: M

Library Location: 65.012 /00110

Author(s):

1. Booher, Dianna Daniels

Additional Subject(s):

1. ORAL COMMUNICATION

Bibliography: p. 401-412.

'You will learn here how to answer questions so that people understand and remember what you say; win people over to your way of thinking; negotiate so that everyone feels like a winner; apologize sincerely without groveling; mediate conflicts without getting caught in the line; give advice that someone can really use; establish a track record for truthfulness; take the sting out of criticism leveled at you, and give feedback to others without leaving them devastated; listen so that you really hear; minimize 'cross talk' between the genders at home and in the workplace; build rapport across cultural lines.'

Organiser la communication interne - Paris : Ed. d'Organisation, 1988.

ISBN/ISSN:2708109367

35 p.; 19 cm.

(Mementos E.O.)

ID number: 80000842

Type: M

Library Location: 65.012 /00043

Author(s):

1. Lebel, Marie-France

2. Lebel, Pierre

Are you communicating? : you can't manage without it - New York :

McGraw-Hill, 1989.

ISBN/ISSN:0070680523

ix, 244 p. : ill. ; 24 cm.

ID number: 70005732

Type: M

ocm18986151

Library Location: 65.012 /00057

Author(s):

1. Walton, Donald W.

Includes index.

The Art of Speaking - Newton Abbot : David & Charles, 1971.

ISBN/ISSN:0715351257

179 p.; 22 cm.

ID number: 80005879

Type: M

Library Location: 65.012 /00044

Author(s):

1. Wood, Millett

Includes index.

COMMUNICATION IN ORGANIZATIONS

Communicating in Multinational Organizations - Thousand Oaks, CA : Sage, 1994.

ISBN/ISSN:0803955383

viii, 194 p. : ill.; 22 cm.

ID number: 80010283

Type: M

Library Location: 65.012 /00103

Additional Subject(s):

1. CORPORATE CULTURE

2. ORGANIZATIONAL BEHAVIOR

Added entry(s):

1. Wiseman, Richard Lee, ed.

2. Shuter, Robert, ed.

Bibliography: p. 166-186. Includes index.

'This book brings together key scholars throughout the discipline to combine the latest theories and research with practical illustrations applicable to training. They examine communication within organization

between people of different cultural backgrounds, highlighting the means in which misunderstandings arise and the methods that foster better relations. Part one provides the theoretical and research issues on communication in multinational organizations; the second section probes cultural foundations by contrasting Latin American, Asian, Western European and North American styles of communicating; and part three details such issues as cultural diversity, intercultural training, and adjustment in the workforce.'

CORPORATE PLANNING

Business strategy : an introduction - Oxford, UK : Blackwell, 1985.

ISBN/ISSN:0631139869

vii, 196 p. : ill. ; 22 cm.

ID number: 70004283

Type: M 11532072

Library Location: 65.012 /00021

Author(s):

1. Grieve Smith, John

Additional Subject(s):

1. MANAGEMENT

Bibliography: p. [187]-191.

Includes index.

COST ACCOUNTING

Cost Considerations in Systems Analysis - New York : American Elsevier

Publishing Co., 1971.

ISBN/ISSN:0444000879

xiv, 334 p. : ill.; 24 cm.

(R-490-ASD)

ID number: 80013112

Type: M

Library Location: 65.012 /00129

Author(s):

1. Fisher, Gene Harvey, 1922-

Additional Subject(s):

1. SYSTEM ANALYSIS

Added entry(s):

1. Rand Corporation (US)

Includes index.

'While the primary objective of this book is to assist in the training of analysts in the national security area, and all the case problems posed are defense oriented, its spillover value should be considerable. The methods and techniques of systems analysis that were developed to cope with defense problems have been found extremely useful in transportation, health, public housing and environmental protection resource planning. The approach to cost analysis described in this text should be equally transferable.'

DECISION SUPPORT SYSTEMS

Decision support systems : an organizational perspective - Reading, MA :

Addison-Wesley, 1978.

ISBN/ISSN:0201036673

xv, 264 p. : ill. ; 25 cm.

(Addison-Wesley series on decision support)

ID number: 70005698

Type: M ocm04239112

Library Location: 65.012 /00053

Author(s):

1. Keen, Peter G. W.

2. Scott Morton, Michael S.

Additional Subject(s):

1. MANAGEMENT INFORMATION SYSTEMS

Bibliography: p. 243-255.

Includes index.

DELEGATION OF AUTHORITY

How to delegate effectively - New York : AMACOM, 1988.

ISBN/ISSN:0814477003

55 p. ; 18 cm.

(The Successful office skills series)

ID number: 70004304

Type: M 18225163

Library Location: 65.012 /00049

Additional Subject(s):

1. MANAGEMENT

Includes index.

Les singes et le manager : l'art de la delegation - Paris : InterEditions, 1990.

ISBN/ISSN:272960331X

140 p. : ill. ; 22 cm.

ID number: 80006026

Type: M

Library Location: 65.012 /00077

Author(s):

1. Blanchard, Kenneth

2. Oncken, William

3. Burrows, Hal

Additional Subject(s):

1. MANAGEMENT

How to Delegate : A Guide to Getting Things Done - Houston : Gulf

Publishing Co., 1983.

ISBN/ISSN:0872011704

viii, 254 p. ; 24 cm.

ID number: 80005877

Type: M

Library Location: 65.012 /00052

Author(s):

1. Engel, Herbert M.

Additional Subject(s):

1. MANAGEMENT

Includes index.

La pyramide du pouvoir - Paris : InterEditions, 1990.

ISBN/ISSN:2729603344

157 p. ; 22 cm.

ID number: 80006027

Type: M

Library Location: 65.012 /00076

Author(s):

1. Tracy, Diane

Additional Subject(s):

1. LEADERSHIP

2. PERSONNEL MANAGEMENT

3. MANAGEMENT

'Un dirigeant peut accroître son pouvoir en le partageant : c'est ce que démontre Diane Tracy en vous invitant à suivre les dix principes de la pyramide du pouvoir qui rendront votre entreprise plus compétitive et contribueront à la réussite de votre carrière'.

EMPLOYEES--RATING OF

Personnel Appraisals, Motivation and Salary Administration - New York :

Industrial Research Institute, 1983.

ISBN/ISSN:

82 p. : ill. ; 28 cm.

ID number: 80013114

Type: M

Library Location: 65.012 /00128

Additional Subject(s):

1. MOTIVATION (PSYCHOLOGY)

2. PERSONNEL MANAGEMENT

3. SCIENTISTS--RATING OF

Added entry(s):

1. Industrial Research Institute (US)

Selected papers from Research Management during the period 1976-1983.

HIGH TECHNOLOGY INDUSTRIES--MANAGEMENT

Managing high technology : an interdisciplinary perspective : based on papers from the Third International Conference on Interdisciplinary Research, Seattle, Washington, U.S.A., 1-3 August, 1984 - Amsterdam : North-Holland, 1985.

ISBN/ISSN:0444877622

xi, 413 p. ; 25 cm.

ID number: 70004298

Type: M 12050100

Library Location: 65.012 /00039

Added entry(s):

1. Mar, Brian Wayne, 1983- , ed.
 2. Newell, William T., ed.
 3. Saxberg, Borje Osvald, 1928- , ed.
 4. International Conference on the Management of Interdisciplinary R
- Includes bibliographies and indexes.

Etre un decideur avec les nouvelles technologies - Paris : Ed. d'Organisation, 1988.

ISBN/ISSN:2708108891

239 p. ; 24 cm.

ID number: 70004296

Type: M 17849767

Library Location: 65.012 /00037

Author(s):

1. Quibel, Jacques

Additional Subject(s):

1. LEADERSHIP

HUMOR IN BUSINESS

Funny Business : Humour, Management and Business Culture - London : Cassell, 1993.

ISBN/ISSN:0304326771

200 p. : ill. ; 24 cm.

ID number: 80009928

Type: M

Library Location: 65.012 /00092

Author(s):

1. Barsoux, Jean-Louis

Bibliography: p. 193-197. Includes index.

'Jean-Louis Barsoux explores here the neglected area of humour in business. From first-hand observation and from interviews with a range of practising managers and top industrialists, he identifies the way humour is employed at all levels of organizations and in different sectors of the economy.'

INFORMATION RESOURCES MANAGEMENT

The Management implications of new information technology - London : Croom Helm, 1984.

ISBN/ISSN:0893972010

299 p. : ill. ; 23 cm.

ID number: 70004267

Type: M 10726954

Library Location: 65.012 /00021

Additional Subject(s):

1. HIGH TECHNOLOGY INDUSTRIES--MANAGEMENT

Added entry(s):

1. Piercy, Nigel, ed.

Includes bibliographies and indexes.

Management des systemes d'information - Paris : Ed. d'Organisation, 1986.

ISBN/ISSN:2708107127

248 p. : ill. ; 24 cm.

ID number: 80004108

Type: M

Library Location: 65.012 /00013

Author(s):

1. Dumoulin, Christiane

Additional Subject(s):

1. HIGH TECHNOLOGY INDUSTRIES--MANAGEMENT

INTERNATIONAL AGENCIES--MANAGEMENT

International Administration : Law and Management Practices in
International Organisations. Volume 1 - The Hague : Nijhoff, 1998.
ISBN/ISSN:0792304659
loose-leaf; 27 cm.
ID number: 80015610 Type: M
Library Location: 65.012 /00061
Additional Subject(s):
1. UNITED NATIONS--MANAGEMENT
Added entry(s):
1. Cooker, Chris de, ed.
2. United Nations Institute for Training and Research

International Administration : Law and Management Practices in
International Organisations. Volume 2 - Dordrecht : Nijhoff, 1998.
ISBN/ISSN:0792304659
loose-leaf; 27 cm.
ID number: 80015611 Type: M
Library Location: 65.012 /00061
Additional Subject(s):
1. UNITED NATIONS--MANAGEMENT
Added entry(s):
1. Cooker, Chris de, ed.
2. United Nations Institute for Training and Research
Includes bibliography and index.

JOB EVALUATION

Elaboration d'un nouveau systeme d'appréciation du personnel de la
Gendarmerie : de l'étude des facteurs de changement au choix d'une
methodologie - Bruxelles : HEC Saint Louis, 1995 ?.
ISBN/ISSN:
77 p.; 30 cm.
ID number: 80012526 Type: M
Library Location: 65.012 /00124
Author(s):
1. Goergen, Alain
Additional Subject(s):
1. PERSONNEL MANAGEMENT
Added entry(s):
1. HEC Saint Louis (BE)
Memoire presente en vue de l'obtention du titre de licence en
management des ressources humaines/ promoteur : Frederic Bulte.
Bibliography: p. 76-77.

LEADERSHIP

Leadership and Management Appraisal - [s.l.] : [s.n.], 1971.
ISBN/ISSN:
var. pag. : ill.; 29 cm.
ID number: 80005897 Type: M
Library Location: 65.012 /00069
Additional Subject(s):
1. MANAGEMENT
Papers presented at a NATO Symposium, Brussels, 2-6 August 1971.

Great Leaders - Guildford : Talbot Adair Press, 1989.
ISBN/ISSN:0951183575
312 p. : ill.; 25 cm.
ID number: 80002822 Type: M
Library Location: 65.012 /00058
Author(s):
1. Adair, John
Additional Subject(s):
1. MANAGEMENT
Includes bibliography and index

Diriger - Paris : InterEditions, 1985.

ISBN/ISSN:2729600515

197 p. ; 22 cm.

ID number: 70004277

Type: M 16530564

Library Location: 65.012 /00014

Author(s):

1. Bennis, Warren G.

2. Nanus, Burt

Additional Subject(s):

1. MANAGEMENT

Includes index.

Bibliography : p. 186-190.

Translation of : Leaders: the strategies for taking charge.

Leaders : the strategies for taking charge - 1st ed. - New York : Harper, 1986.

ISBN/ISSN:0060913363

xi, 244 p. ; 22 cm.

ID number: 70004292

Type: M 11624133

Library Location: 65.012 /00031

Author(s):

1. Bennis, Warren G.

2. Nanus, Burt

Additional Subject(s):

1. MANAGEMENT

Bibliography: p. 230-235.

Includes index.

The Managerial Grid III : A New Look at the Classic that has boosted Productivity and Profits for Thousands of Corporations Worldwide - Houston : Gulf Publishing Co., 1985.

ISBN/ISSN:0872014703

xi, 244 p. : ill. ; 24 cm.

ID number: 70004300

Type: M 10823716

Library Location: 65.012 /00045

Author(s):

1. Blake, Robert Rogers, 1918-

2. Mouton, Jane Srygley

Additional Subject(s):

1. MANAGEMENT

Rev. ed. of: The new managerial grid. c1978.

Bibliography: p. 232-234.

Includes index.

The Power of Persuasion : Improving your Performance and Leadership Skills - London : Kogan Page, 1992.

ISBN/ISSN:0749406828

189 p. : ill. ; 22 cm.

ID number: 80010122

Type: M

Library Location: 65.012 /00102

Author(s):

1. Eales-White, Rupert

Bibliography: p. 183-184. Includes index.

'This book helps you to discover how effective and skilful you are in persuading others, and then explains how to focus and develop your persuasion techniques to achieve what you desire. Integral to the book is a self-assessment test designed to gauge which persuasion skills are your own personal strenghts and weaknesses.'

Comment dominer et influencer les autres - Montréal : Le Jour, 1981.

ISBN/ISSN:2890440559

196 p. ; 21 cm.

ID number: 80008292

Type: M

Library Location: 65.012 /00084

Author(s):

1. Gabriel, H. W.

Additional Subject(s):

1. SELF-ACTUALIZATION (PSYCHOLOGY)

2. INTERPERSONAL RELATIONS

'A l'aide de cet ouvrage, vous penetrerez dans un monde inconnu ou vous ferez d'extraordinaires decouvertes - dans votre propre personnalite. Dans le trefonds de votre subconscient, vous decouvrirez des possibilites et des raisons latentes et, des que vous les aurez eveillees en vous basant sur des lois psychologiques precises, votre pouvoir personnel et votre assurance vous entoureront d'un halo lumineux, suscitant le respect et la consideration de votre entourage.'

A passion for excellence : the leadership difference - London : Collins, 1985.

ISBN/ISSN:0002175290

xxv, 437 p. : ill., 1 port. ;

ID number: 70004284

Type: M

12523824

Library Location: 65.012 /00023

Author(s):

1. Peters, Thomas J.

2. Austin, Nancy

Additional Subject(s):

1. MANAGEMENT

Includes index.

La passion de l'excellence - Paris : InterEditions, 1985.

ISBN/ISSN:2729601392

443 p. : ill. ; 22 cm.

ID number: 80006030

Type: M

Library Location: 65.012 /00023B

Author(s):

1. Peters, Thomas J.

2. Austin, Nancy

Additional Subject(s):

1. MANAGEMENT

Je dirige, moi non plus : le leadership dans la fonction publique - Bruxelles : Labor, 1994.

ISBN/ISSN:2804010201

191 p. : ill. ; 21 cm.

ID number: 80011784

Type: M

Library Location: 65.012 /00117

Author(s):

1. Riche, Francois

Taking charge : a practical guide for leaders - Washington : National Defense University Press, 1986.

ISBN/ISSN:

xxiii, 234 p. ; 21 cm.

ID number: 70004289

Type: M

13946495

Library Location: 65.012 /00028

Author(s):

1. Smith, Perry McCoy

Additional Subject(s):

1. COMMAND OF TROOPS

Bibliography: p. 221-224. Includes index.

'The propose of this book is to provide a practical guide for leaders who head large and complex organizations'.

MANAGEMENT

Handbook of organization management - New York : Dekker, 1983.

ISBN/ISSN:0824718135

xii, 548 p. : ill. ; 27 cm.

(Public administration and public policy ; 19)

ID number: 70004396

Type: M 09620303

Library Location: 65.012 /00072

Additional Subject(s):

1. PUBLIC ADMINISTRATION

Added entry(s):

1. Eddy, William B., 1923- , ed.

Includes bibliographies and indexes.

Productivity plus + : how today's best run companies are gaining the competitive edge - Houston : Gulf Publishing Co., 1987.

ISBN/ISSN:0872014517

ix, 237 p. : ill. ; 24 cm.

ID number: 70004301

Type: M 15652684

Library Location: 65.012 /00046

Author(s):

1. Belcher, John G.

Additional Subject(s):

1. INDUSTRIAL PRODUCTIVITY

Includes bibliographies and index.

Le manager minute - Paris : Ed. d'Organisation, 1987.

ISBN/ISSN:2708108662

115 p. ; 24 cm.

ID number: 80010954

Type: M

Library Location: 65.012 /00104

Author(s):

1. Blanchard, Kenneth

2. Johnson, Spencer

Additional Subject(s):

1. LEADERSHIP

'Le Manager Minute enseigne la methode la plus efficace pour accroitre la productivite et les profits de l'organisation en meme temps que l'equilibre et l'epanouissement personnels. Elle repose sur trois techniques tres simples : les Objectifs Minute, les Felicitations Minute et les Reprimandes Minute.'

Managing Upwards - Aldershot, UK : Gower, 1994.

ISBN/ISSN:0566074850

xi, 95 p. : ill. ; 25 cm.

ID number: 80011667

Type: M

Library Location: 65.012 /00112

Author(s):

1. Coates, Jonathan

Bibliography: p. 91-92. Includes index.

'Would you like your staff to take more decisions on their own initiative? Would you in turn like to exercise more influence on your own boss? Dr Coates questions here the assumption that management is a downward process. He analyses what happens within the organization and sets out ways in which managers can encourage involvement and creativity. Using 'real life' examples and case studies from three continents he shows how the necessary structures and attitudes can be developed - as well as the dangers of ignoring the problem. Among the issues he tackles are lateral relationships, the role of performance appraisal and the personal skills needed to make the new approach effective.'

The effective executive - 1st Harper colophon. - New York : Harper, 1985.

ISBN/ISSN:006091209X

viii, 178 p. ; 21 cm.

(Harper colophon books)

ID number: 70004290

Type: M 11291474

Library Location: 65.012 /00029

Author(s):

1. Drucker, Peter Ferdinand, 1909-

Additional Subject(s):

1. ORGANIZATIONAL EFFECTIVENESS

2. EXECUTIVES

Includes index.

The frontiers of management : where tomorrow's decisions are being shaped today - 1st Perennial Librar. - New York : Harper & Row, 1987.

ISBN/ISSN:0060971118

xi, 368 p.; 19 cm.

ID number: 70004291

Type: M 16276849

Library Location: 65.012 /00030

Author(s):

1. Drucker, Peter Ferdinand, 1909-

Reprint. Originally published: New York : Truman Talley Books, c1986.

Includes index.

La direction doit diriger - Paris : Laffont, 1986.

ISBN/ISSN:2221048776

267 p. ; 24 cm.

(Vecu : Les grands managers)

ID number: 70004288

Type: M 15287649

Library Location: 65.012 /00027

Author(s):

1. Geneen, Harold

Added entry(s):

1. Moscow, Alvin, joint author

Translation of : Managing.

Les principes du management - Verviers : Andre Gerard, 1973.

ISBN/ISSN:

783 p. : ill.; 24 cm.

ID number: 80005894

Type: M

Library Location: 65.012 /00066

Author(s):

1. Koontz, Harold

2. O'Donnell, Cyril

Additional Subject(s):

1. LEADERSHIP

Includes index.

Key Management Tools : 50 Time-Saving Techniques to Solve Everyday

Business Problems - London : Pitman, 1993.

ISBN/ISSN:0273603841

xxii, 250 p. : ill.; 24 cm.

ID number: 80010096

Type: M

Library Location: 65.012 /00100

Author(s):

1. Lambert, Tom

Bibliography: p. 246-247. Includes index.

'This book is designed to help pressed managers to achieve and go on achieving excellence with minimal resources in a rapidly changing world. It provides a complete kit for strategic planning and implementation ; presents tools for motivation, team building and leadership skills ; focuses on problem solving and decision-making ; approaches financial management from the perspective of the non-financial manager ; develops models of the organisation and offers tools to understand attitudes to change and culture ; develops tool and models to identify training needs and to design, develop and conduct training. The book also has more than fifty tools and models for immediate application which can help you improve your effectiveness and efficiency at work.'

Reflexions sur le management - Paris : Dunod, 1991.

ISBN/ISSN:2100000691

x, 194 p.; 22 cm.

ID number: 80009983

Type: M

Library Location: 65.012 /00095

Author(s):

1. Levitt, Theodore, 1925-

Includes index.

'Les "reflexions" de Theodore Levitt veulent aider le lecteur : a reflechir aux fins de l'entreprise et aux orientations qu'il convient de prendre; a promouvoir et gerer le changement; a conduire les activites de maniere a ce que l'entreprise et les hommes fonctionnent harmonieusement et avec efficacite.'

La strategie militaire de Clausewitz et le management - Suresnes : Ed.

Hommes et Techniques, 1973.

ISBN/ISSN:

271 p.; 24 cm.

ID number: 80013637

Type: M

Library Location: 65.012 /00134

Author(s):

1. Linnert, Peter

Additional Subject(s):

1. STRATEGY

Bibliography: p. 261-264.

'Ce livre est une transposition a la strategie des entreprises du celebre traite de Carl von Clausewitz 'De la guerre'. Pour les praticiens de la politique commerciale des entreprises francaises, il offre un double interet : 1) c'est un expose systematique et rigoureux sur la nature de la competition entre firmes, la definition des objectifs, la prise de decision et les moyens a mettre en oeuvre pour conquerir un marche. 2) Ce livre permet d'acquies une meilleure connaissance de la mentalite des dirigeants d'entreprises allemands et de leur maniere d'aborder les problemes. L'auteur relate en effet les avis et les reflexions d'un grand nombre d'entre eux. Cette connaissance sera precieuse pour les dirigeants francais qui exportent sur le marche allemand ou participent a la gestion d'entreprises allemandes. Depuis fort longtemps, Clausewitz est considere non seulement comme le plus grand des theoriciens occidentaux de la strategie et de la tactique militaires mais aussi comme un genie de la politique et de l'art de gouverner. Certes, il s'agit pour les dirigeants d'entreprises de la conquete des marches - et non des territoires - du lancement de nouveaux produits prepare par une campagne publicitaire - et non d'une attaque d'infanterie appuyee par l'artillerie. Mais si les moyens sont differents, la direction d'une entreprise (comme du reste celle de toute collectivite humaine active) est impliquee dans des conflits, des luttes concurrentielles. De tres nombreux tableaux synthetiques, la description detaillee des moyens et des procedures utilisables dans les entreprises facilitent l'application concrete des principes de Clausewitz a la gestion des entreprises.'

L'art subtil du management : le jeu de go comme modele - Paris : Ed.

d'Organisation, 1988.

ISBN/ISSN:2708109499

122 p.; 24 cm.

ID number: 80000840

Type: M

Library Location: 65.012 /00040

Author(s):

1. Marin, Armel

2. Decroix, Pierre

- Essentials of Management - 2d ed. - Englewood Cliffs, NJ : Prentice-Hall, 1971.
 ISBN/ISSN:
 ix, 257 p. : ill.; 22 cm.
 ID number: 80005893 Type: M
 Library Location: 65.012 /00065
 Author(s):
 1. Massie, Joseph L.
 Includes index.
- Le manager au quotidien : les dix roles du cadre - Paris : Ed. d'Organisation, 1984.
 ISBN/ISSN:2708105582
 220 p. : ill.; 24 cm.
 ID number: 80005335 Type: M
 Library Location: 65.012 /00062
 Author(s):
 1. Mintzberg, Henry
 Translation of : The nature of managerial work.
 Bibliography : p. 213-220.
- Imaginization : The Art of Creative Management - Newbury Park, CA : Sage, 1993.
 ISBN/ISSN:0803952996
 xxi, 347 p. : ill.; 24 cm.
 ID number: 80009875 Type: M
 Library Location: 65.012 /00087
 Author(s):
 1. Morgan, Gareth, 1943-
 Additional Subject(s):
 1. ORGANIZATIONAL CHANGE
 Bibliography: p. 329-337. Includes index.
 'Imaginization is a way of thinking. It's a way of organizing. It's a key managerial skill. It provides a way of helping people understand and develop their creative potential. It offers a means of finding innovative solutions to difficult problems. As we leave the age of organized organizations and enter a world of more free-flowing forms, managers are required to rethink their roles and find fresh means of dealing with new challenges. In this book, Gareth Morgan shows how. He doesn't hammer the reader with a simplistic "cure all" technique or recipe. Rather, he invites us to explore and mobilize a capacity that we all possess. Every chapter demonstrates the approach in practice, encouraging us to "trust ourselves" in finding imaginative ways of dealing with the problems we face.'
- Thriving on Chaos : Handbook for a Management Revolution - [s.l.] : Macmillan, 1988.
 ISBN/ISSN:0333454278
 xii, 561 p.
 ID number: 70004297 Type: M 18069240
 Library Location: 65.012 /00038
 Author(s):
 1. Peters, Thomas J.
- Le chaos management - Paris : InterEditions, 1988.
 ISBN/ISSN:2729602194
 610 p.; 22 cm.
 ID number: 80006029 Type: M
 Library Location: 65.012 /00038B
 Author(s):
 1. Peters, Thomas J.
 Bibliography: p. 599-607.

Effective Assignment : Skills and Strategies : A Guide for Management Services Staff, Line Managers and Others - London : HMSO, 1987.

ISBN/ISSN:0114300151

94 p. : ill. ; 20 cm.

ID number: 70004285

Type: M 15611434

Library Location: 65.012 /00024

Author(s):

1. Ruston, Alan

2. Ram, Ronald

Added entry(s):

1. Cabinet Office. Management and Personnel Office (GB)

2. Civil Office College (GB)

At head of t.p. : Cabinet Office (Management and Personnel Office), Civil Service College.

Top Management Strategy : What It Is and How to Make it Work - New York : Simon and Schuster, 1980.

ISBN/ISSN:0671254014

128 p. : ill. ; 23 cm.

ID number: 80004732

Type: M

Library Location: 65.012 /00059

Author(s):

1. Tregoe, Benjamin B.

2. Zimmerman, John W.

MANAGEMENT BY OBJECTIVES

La direction par objectifs et ses applications - Paris : Publi-Union, 1970.

ISBN/ISSN:

351 p. : ill. ; 25 cm.

ID number: 80007131

Type: M

Library Location: 65.012 /00079

Added entry(s):

1. Humble, John W., ed.

Bibliography: p. 343-347. Includes index.

MANAGEMENT INFORMATION SYSTEMS

Handbook of IS Management - 3rd ed. - Boston : Auerbach, 1991.

ISBN/ISSN:0791309525

xvi, 824 p. : ill. ; 25 cm.

ID number: 80007408

Type: M

Library Location: 65.012 /00082

Added entry(s):

1. Umbaugh, Robert E., ed.

Includes index.

'This book is directed to those who have the responsibility for managing and guiding the application of information technology in an organization - large or small.'

Information Systems Handbook : Analysis, Requirements Determination, Design and Development, Implementation and Evaluation - Apeldoorn, NLD : Philips, 1972.

ISBN/ISSN:0903393034

var. pag. : ill. ; 23 cm.

ID number: 80007249

Type: M

Library Location: 65.012 /00007

Author(s):

1. Hartman, W.

2. Matthes, H.

3. Proeme, A.

Bibliography. Includes index.

Business Process Engineering : Reference Models for Industrial Enterprises

- 2nd ed. - Berlin : Springer, 1994.

ISBN/ISSN:0387582347

xxiv, 770 p. : ill.; 25 cm.

ID number: 80013251

Type: M

Library Location: 65.012 /00131

Author(s):

1. Scheer, August-Wilhelm

Additional Subject(s):

1. COMPUTER INTEGRATED MANUFACTURING SYSTEMS

Bibliography: p. 711-741. Includes index.

'Once the decision has been made to introduce lean management, the task of actually reengineering the organization's business processes will involve months or even years of work and study. The structure of the book follows the business processes of logistics, product development, information and coordination, and offers detailed examples of how outdated organizational structures can be reengineered. The portrayals are embedded in the proven 'Architecture of Integrated Information Systems' (ARIS) and emphasize an holistic view of the problem through function, data and process models. At the same time, it shows how design specifications can be employed to translate requirements definitions into concrete system implementations. Organizational concepts like lean management, concurrent engineering, trans-company process engineering and networked decentralization, as well as such modern information technology concepts as client/server environments, expert systems, trigger control, databases, etc. are discussed with a view to how they can be employed in actual practice, along with a well-founded theoretical background.'

MANAGEMENT SCIENCE

Management science - Singapore : McGraw-Hill, 1986.

ISBN/ISSN:007099160X

xiv, 636 p. : ill.; 21 cm.

ID number: 80004109

Type: M

Library Location: 65.012 /00019

MANAGEMENT--DICTIONARIES

Dictionnaire de management et de contrpôle de gestion - Paris : Dunod, 1986.

ISBN/ISSN:2040164928

233 p. : ill. ; 25 cm.

(Dunod entreprise)

ID number: 70004287

Type: REF 17677433

Library Location: 65.012 /00026 REF

Author(s):

1. Dervaux, Bernard

2. Coulaud, Alain

Includes index.

International Dictionary of Management - 5th ed. - London : Kogan Page, 1995.

ISBN/ISSN:0749413166

375 p. : ill.; 24 cm.

ID number: 80012040

Type: REF

Library Location: 65.012 /00074 REF

Author(s):

1. Johannsen, Hano, 1933-

2. Page, G. Terry

'Entries cover virtually all branches of management, personnel, training, production, marketing, finance, accounting, administration and information technology, as well as industrial relations, and the social, economic, legal and statistical environment in which management must operate. Numerous charts and diagrams give fuller definition to many entries.'

Les 100 mots cles du management des hommes - Paris : Dunod, 1995.

ISBN/ISSN:2100017357

160 p. : ill.; 22 cm.

ID number: 80011778

Type: M

Library Location: 65.012 /00118

Author(s):

1. Ohana, Paul

'A travers 100 mots cles, cet ouvrage explore la realite complexe de l'entreprise contemporaine. Pour rendre compte du changement et des nouveaux rapports entre l'homme et l'entreprise, les mots et les concepts ne cessent d'evoluer. Des mots anciens redeviennent actuels, d'autres encore se vident de leur substance ou recelent de facheuses ambiguites. On assiste egalement a l'emergence d'un vocabulaire nouveau, qu'il s'agisse de mots importes ou de veritables neologismes. C'est donc a un exercice de definition et de clarification que se livre Paul Ohana, avec pour objectifs de reunir des concepts epars et d'offrir une vision globale de l'entreprise. Une vision qui n'exclut pas la subjectivite volontaire et affiche les preferences de l'auteur pour un management moderne des hommes.'

MANAGEMENT - - EUROPE

Pratiques du management en Europe : gerer les differences au quotidien - Paris : Ed. d'Organisation, 1992.

ISBN/ISSN:2708114840

223 p.; 24 cm.

ID number: 80008173

Type: M

Library Location: 65.012 /00083

Author(s):

1. Simonet, Jean

'Ce livre propose une analyse des modeles nationaux de management a travers le contexte local, a savoir les elements d'histoire et de culture nationale, le systeme educatif, le systeme de relations sociales, les specificites de l'economie et des entreprises, le role des managers; une description des pratiques manageriales des pays de la Communaute Europeenne comme les regles de savoir-vivre, les specificites en matiere de communication, de reunions, de leadership, de gestion du temps et d'organisation; une synthese permettant de situer l'unite et la diversite dans une perspective historique et a travers une typologie des modeles d'organisation dans chacun des pays europeens.'

MANAGEMENT - - FRANCE

Le secret des structures competitives - Paris : Ed. Hommes et Techniques, 1966.

ISBN/ISSN:

262 p. : ill.; 24 cm.

ID number: 80013111

Type: M

Library Location: 65.012 /00130

Author(s):

1. Gelinier, Octave

Additional Subject(s):

1. BUREAUCRACY--FRANCE

Bibliography: p. 261-262.

'Recherchant le secret des structures competitives, l'auteur analyse d'abord leur physiologie. Tandis que leurs formes et leurs dimensions sont infiniment variees, les entreprises se classent dans un petit nombre de modeles physiologiques dont les principaux sont : l'entreprise privee traditionnelle, la bureaucratie 'a la francaise', le management moderne et la structure de transition de type latin. Chaque type presente des caracteristiques coherentes et stables. A long terme, le management moderne semble seul competitif, mais ses principes heurtent une certaine tradition francaise. L'auteur degage l'axiomatique du management moderne et celle de la bureaucratie : leurs principales differences resident dans le role de la concurrence et du profit, dans le systeme de decision, dans la conception de l'homme et le role des castes, dans une logique statique ou evolutive. L'inefficacite relative de la bureaucratie de type colbertien ou

napoleonien est analysee dans ses causes profondes. Generalisee au plan politique, cette analyse conduit aux concepts de structures unitaires et de structures dialectiques. Le secret des structures competitives reside dans la physiologie dialectique du management moderne. L'economie francaise peut aisement etre competitive si ses dirigeants se debarrassent de concepts statiques herites d'un lointain passe et mettent en pratique la logique de notre temps.'

MANAGEMENT - - USA

In search of excellence : lessons from America's best-run companies - 1st ed. - New York : Harper, 1982.

ISBN/ISSN:0060150424

xxvi, 360 p. ; 22 cm.

ID number: 70004397

Type: M 08493620

Library Location: 65.012 /00071

Author(s):

1. Peters, Thomas J.

2. Waterman, Robert H.

Includes bibliographical references and index.

The Frontiers of Excellence : Learning from Companies That Put People

First - London : Nicholas Brealey, 1994.

ISBN/ISSN:1857880404

318 p. ; 24 cm.

ID number: 80011648

Type: M

Library Location: 65.012 /00111

Author(s):

1. Waterman, Robert H.

Includes index.

'This new book from the co-author of the bestseller 'In Search of Excellence' explores the fundamental secrets of success of some of the world's most admired companies. Waterman's purpose is simple : to discover, in depth and at first hand, the reason that these organisations do so well.'

MEETINGS

How to organise a better conference - London : Hutchinson, 1986.

ISBN/ISSN:009164190X

368 p. ; 24 cm.

ID number: 70004281

Type: M 13333192

Library Location: 65.012 /00018

Author(s):

1. Clayton, Ken

Additional Subject(s):

1. MANAGEMENT

Includes index.

Des reunions efficaces - Lyon : Chronique sociale, 1986.

ISBN/ISSN:2850080713

245 p. ; 23 cm.

ID number: 80004107

Type: M

Library Location: 65.012 /00012

Author(s):

1. Maccio, Charles

Additional Subject(s):

1. MANAGEMENT

Manipulating Meetings : How to Get What You Want, When You Want It -

London : Pitman, 1994.

ISBN/ISSN:0273605216

vi, 186 p.; 24 cm.

ID number: 80010097

Type: M

Library Location: 65.012 /00101

Author(s):

1. Martin, David, 1914-

Added entry(s):

1. Institute of Management Foundation (GB)

'This book provides techniques to enable you to achieve your objectives including : how to decide if your meeting is really necessary ; how to chair and control meetings effectively ; how to encourage positive meetings ; how to compose dynamic agendas ; how to handle hidden agendas ; how to manipulate management meetings ; how to prevent manipulations ; how to handle ambushes and surprises. Practical, ready-to-use ideas from over 100 case studies will ensure that your meetings are really effective so that your business opportunities are maximised.'

Gestion des reunions - Paris : Ed. d'Organisation, 1987.

ISBN/ISSN:2708108220

40 p. ; 19 cm.

(Memento-eo)

ID number: 70004299

Type: M

16257523

Library Location: 65.012 /00042

Author(s):

1. Nicolas, Pierre

2. Turbe, Jacques

Meetings in French and English = Tenir une reunion en anglais comme en francais - London : Nicholas Brealey, 1993.

ISBN/ISSN:1857880161

228 p.; 23 cm.

ID number: 80011433

Type: M

Library Location: 65.012 /00106

Author(s):

1. Sheppard, Pamela

2. Lapeyre, Benedicte

Additional Subject(s):

1. FRENCH LANGUAGE--BUSINESS FRENCH

2. ENGLISH LANGUAGE--BUSINESS ENGLISH

'This book covers the key aspects of both running and interacting in a wide range of meetings in French and English. It will enable you to communicate the right words and phrases - what a French or English person would actually say, not just a translation; lead meetings with confidence and skill; present your case clearly and authoritatively; get to grips with the language, culture and business philosophy of your French-speaking counterpart or colleagues.'

NEGOTIATION

Getting to Yes : Negotiating Agreement Without Giving In - London : Arrow Books, 1987.

ISBN/ISSN:0099517302

xiii, 161 p.; 18 cm.

ID number: 80009984

Type: M

Library Location: 65.012 /00094

Author(s):

1. Fisher, Roger

2. Ury, William

Additional Subject(s):

1. NEGOTIATION IN BUSINESS

Added entry(s):

1. Patton, Bruce, ed.

'Everyone negotiates something every day. Whether it's who cooks the dinner or how you handle a company takeover, successful negotiation means getting what you want without getting enemies too. This handbook shows how to speak to be understood - and listen to

understand; change the size of the pie; focus on interests, not positions; be concrete but flexible; be hard on the problem, soft on people; make the most of your assets; tame the tough bargainers and reach a win/win situation.'

NEGOTIATION IN BUSINESS

Thinking on your Feet in Negotiations : Rapid Response Tactics - London : Pitman, 1994.

ISBN/ISSN:0273604015

v, 202 p. : ill.; 24 cm.

ID number: 80011429

Type: M

Library Location: 65.012 /00108

Author(s):

1. Hodgson, Jane

Includes index.

'This book introduces the latest techniques to help you develop your negotiations skills further, showing you how to think creatively in situations which require a quick response. It explains innovative approaches to building rapport and breaking stalemate; preparing to negotiate; putting your case effectively; making the most of your power; listening effectively; asking the right questions; handling conflict and the unexpected.'

Comment mener adroitement discussions et negociations - Paris : Dunod, 1987.

ISBN/ISSN:2040169563

164 p.; 22 cm.

ID number: 80005878

Type: M

Library Location: 65.012 /00036

Author(s):

1. Laurent, Louis

Additional Subject(s):

1. MANAGEMENT

Bibliography: p. 161-164

Negociier : les cles pour reussir - Paris : Dunod, 1991.

ISBN/ISSN:2040198164

236 p. : ill; 24 cm.

ID number: 80009982

Type: M

Library Location: 65.012 /00096

Author(s):

1. Maubert, Jean-Francois

Bibliography: p. 231-232.

'Toutes les techniques, toutes les astuces du metier, qui constituent le savoir-faire du negociateur sont developpees, exemples a l'appui, dans cet ouvrage ecrit par un praticien et destine a tous ceux que la negociation interesse a titre professionnel ou a titre d'information.'

La negociation - Paris : Ed. d'Organisation, 1988.

ISBN/ISSN:2708109111

27 p.; 19 cm.

(Mementos E.O.)

ID number: 80000841

Type: M

Library Location: 65.012 /00041

Author(s):

1. Missenard, Bernard

Additional Subject(s):

1. MANAGEMENT

Negotiate in French and English = Negociier en anglais comme en francais -
London : Nicholas Brealey, 1993.
ISBN/ISSN:185788017X
136 p.; 23 cm.
ID number: 80011430 Type: M
Library Location: 65.012 /00107
Author(s):
1. Sheppard, Pamela
2. Lapeyre, Benedicte
Additional Subject(s):
1. FRENCH LANGUAGE--BUSINESS FRENCH
2. ENGLISH LANGUAGE--BUSINESS ENGLISH
'This book will enable you to feel confident and communicate effectively at any negotiation table; defuse tension and win the esteem of your opposite number; get to grips with the language, culture and business philosophy of your French-speaking counterpart; negotiate a better deal; communicate the right words and phrases - what a French or English person would actually say, not just a translation.'

ORAL COMMUNICATION

L'art de bien parler - Alleur, BE : Marabout, 1991.
ISBN/ISSN:2501019180
250 p.; 18 cm.
ID number: 80010006 Type: M
Library Location: 65.012 /00098
Author(s):
1. Schloff, Laurie
2. Yudkin, Marcia
Includes index.
'Comment faire face au trac, aux interruptions, aux trous de memoire, a l'improvisation sauvage, au desinteret? Comment nouer contact, entretenir ou conclure une conversation, esquiver une question, accepter un compliment? Comment s'exprimer avec aisance, convaincre au telephone, conduire conferences et reunions avec style, se faire ecouter ... Plus de cent astuces de conversation et de conseils pour vos coups de fil, vos exposes, pour toutes les situations embarrassantes.'

ORGANIZATIONAL BEHAVIOR

Why Organizations? : How and Why People Organize - Newbury Park, CA :
Sage, 1993.
ISBN/ISSN:0803950403
xiii, 247 p.; 24 cm.
ID number: 80009886 Type: M
Library Location: 65.012 /00091
Author(s):
1. Abrahamsson, Bengt, 1937-
Additional Subject(s):
1. MANAGEMENT
Bibliography: p. 233-241. Includes index.
'Why do organizations exist? Why can't the market - free contract between single buyers and sellers - solve all production and distribution problems? What are the causes behind the rise of industrial enterprises and other hierarchies? This book goes beyond the basics of organizational theory to discuss these and other questions. The author frames his discussion in rationalistic organizational theory based on such concepts as rationality, interest, power, form and function, external forces and inner logic, and organizational mandators and executives.'

Organizing and Organizations : An Introduction - London : Sage, 1993.

ISBN/ISSN:080398703X

xi, 324 p. : ill.; 24 cm.

ID number: 80009876

Type: M

Library Location: 65.012 /00090

Author(s):

1. Sims, David, 1948-

2. Fineman, Stephen

3. Gabriel, Yiannis

Additional Subject(s):

1. MANAGEMENT

2. PERSONNEL MANAGEMENT

Bibliography: p. 309-316. Includes index.

'This book is in two main parts. The first explores the processes of organizing through a series of chapters, each based on a different facet of organizational life. These reveal the texture of everyday organizing. Theoretical concepts and practical implications are woven lightly into an accessible and engrossing narrative, which draws on a large number of first-hand accounts from members of organizations. The second part of the book comprises a substantial thesaurus/dictionary that discusses in more detail over 150 terms and concepts from the first part. A table connecting the chapters with traditional categories in organizational behaviour is also included.'

ORGANIZATIONAL CHANGE

Methodes d'intervention developpement organisationnel - Sillery : Presses de l'Universite du Quebec, 1992.

ISBN/ISSN:2760506193

xxxiii, 590 p. : ill.; 23 cm.

(Changement Planifie et Developpement des Organisations ; 8)

ID number: 80016097

Type: M

Library Location: 65.012 /00137

Additional Subject(s):

1. ORGANIZATIONAL EFFECTIVENESS

Added entry(s):

1. Tessier, Roger, ed.

2. Tellier, Yvan, ed.

'Le Groupe de Formation (T-Group) n'est plus l'instrument de base du developpement organisationnel, mais continue cependant d'y occuper une place strategique. Le developpement organisationnel envisage l'organisation comme un reseau de groupes plus ou moins unifie. Si une organisation est porteuse d'une culture, c'est qu'elle est un groupe. Les strategies visant a modifier cette culture doivent tenir compte de sa signification groupale. Le groupe, au demeurant, constitue egalement un cadre pedagogique privilegie pour divers types d'apprentissages pertinents au fonctionnement des organisations (leadership, fonctionnement des equipes, diagnostics organisationnels, gestion de projets, etc.).'

Leaning into the Future : Changing the Way People Change Organisations -

London : Nicholas Brealey, 1995.

ISBN/ISSN:185788082X

xi, 180 p. : ill.; 24 cm.

ID number: 80012374

Type: M

Library Location: 65.012 /00121

Author(s):

1. Binney, George

2. Williams, Colin

Includes index.

'This book offers an alternative view of how individuals at all levels shape radical change : how they combine leading and learning in order to lean into the future. Drawing on the experience of more than 100 international companies and public organisations, it shows how successful leaders in change are reaching beyond both the 'top down' and 'bottom up' approaches and bringing together strong leadership with a passionate commitment to learning.'

Opportunities for Change - London : Industrial Society Press, 1990.

ISBN/ISSN:0852909144

x, 359 p. : ill. ; 23 cm.

ID number: 80011442

Type: M

Library Location: 65.012 /00109

Author(s):

1. Dawson, Marguerite

Additional Subject(s):

1. MANAGEMENT

'This manual has been designed to help you, as one who has responsibility for the motivation of others, to create and maintain an environment where change will be viewed as an opportunity with positive benefits. This unique European venture is a comprehensive guide to initiating and effecting change. It has been designed to overcome the first stage of resistance to change - lack of understanding.'

Anticiper et vivre le changement - Paris : Ed. d'Organisation, 1990.

ISBN/ISSN:2708111388

153 p. : ill. ; 24 cm.

ID number: 80005337

Type: M

Library Location: 65.012 /00063

Author(s):

1. Desmarais, Jean-Michel

2. Hamelle, Brigitte

3. Niewenglowski, Pierre

Additional Subject(s):

1. MANAGEMENT

Transforming the Organization - New York : McGraw-Hill, 1995.

ISBN/ISSN:0070340676

xii, 323 p. : ill. ; 24 cm.

ID number: 80014032

Type: M

Library Location: 65.012 /00135

Author(s):

1. Guillard, Francis J.

2. Kelly, James Newell, 1940-

Includes index.

'The framework revealed in this book is called business transformation. It is a bold new view of business proposed by two of today's most influential management thinkers and practitioners. Drawing on decades of combined experience in helping major companies turn themselves around, the authors use real stories that guide the reader through 'hard' disciplines such as shareholder value analysis and activity-based costing, and through 'soft' disciplines such as team-building, visioning, and individual renewal. Chapter by chapter, the reader tracks the analytical and emotional progress of a real CEO from a well-known company in the midst of transformation, as well as the wrenching experience of a production scheduler swept up in the transformation process. The authors make a compelling case for viewing the corporation not as a soul-less machine made up of discrete, replaceable parts, but as a living organism - the biological corporation - complete with mind, body, and spirit requiring comprehensive treatment, not organ-by-organ surgery, to ensure overall health.'

Reengineering the Corporation : A Manifesto for Business Revolution -

London : Nicholas Brealey, 1995.

ISBN/ISSN:1857880560

viii, 231 p.; 24 cm.

ID number: 80012458

Type: M

Library Location: 65.012 /00122

Author(s):

1. Hammer, Michael, 1948-

2. Champy, James, 1942-

Additional Subject(s):

1. CORPORATE REORGANIZATIONS

Includes index.

'This is the pioneering book on the most important topic in business circles today : the radical redesign of a company's processes, organisation and culture to achieve a quantum leap in performance. The authors explain that instead of tinkering with, or simply computerising an aspect of the work design, the answer is to radically redesign the whole process. Business reengineering isn't about fixing anything - it's about starting again, about reinventing the nature of work and corporate structures from top to bottom.'

Les champions du renouveau - Paris : InterEditions, 1990.

ISBN/ISSN:2729602364

380 p.; 22 cm.

ID number: 80006028

Type: M

Library Location: 65.012 /00075

Author(s):

1. Waterman, Robert H.

Additional Subject(s):

1. MANAGEMENT

Bibliography: p. 367-375. Includes index.

ORGANIZATIONAL EFFECTIVENESS

The Fifth Discipline Fieldbook : Strategies and Tools for Building a Learning Organization - New York : Currency, Doubleday, 1994.

ISBN/ISSN:0385472560

xiii, 593 p. : ill.; 23 cm.

ID number: 80010993

Type: M

Library Location: 65.012 /00105

Includes index.

'This pragmatic guide shows how to create an organization of learners where memories are brought to life, where collaboration is the lifeblood of every endeavor, and where the tough questions are fearlessly asked. The stories in this book show that companies, businesses, agencies and even communities can undo their 'learning disabilities' and achieve superior performance.'

Creating excellence : managing corporate culture, strategy, and change in the New Age - London : Allen & Unwin, 1984.

ISBN/ISSN:0046582495

xv, 305 p. ; 24 cm.

ID number: 70004294

Type: M

11187280

Library Location: 65.012 /00033

Author(s):

1. Hickman, Craig R.

2. Silva, Michael A., 1951-

Additional Subject(s):

1. CORPORATE CULTURE

2. MANAGEMENT

'Nal books.'

Bibliography: p. 295-298.

Includes index.

The constraints of corporate tradition : doing the correct thing, not just what the past dictates - 1st ed. - New York : Harper, 1987.

ISBN/ISSN:0060157534

xvii, 216 p. ; 22 cm.

ID number: 70004293

Type: M 15549078

Library Location: 65.012 /00032

Author(s):

1. Kantrow, Alan M., 1947-

Additional Subject(s):

1. MANAGEMENT

2. CORPORATE CULTURE

Bibliography: p. 203-207.

Includes index.

Structure in fives : designing effective organizations - Englewood Cliffs, NJ : Prentice-Hall, 1983.

ISBN/ISSN:0138541914

vii, 312 p. : ill. ; 23 cm.

ID number: 70005658

Type: M ocm13770794

Library Location: 65.012 /00054

Author(s):

1. Mintzberg, Henry

Additional Subject(s):

1. MANAGEMENT

'Prentice-Hall international editions.'

Bibliography: p. 299-303.

Includes index.

Un tigre dans votre management - Paris : Eyrolles, 1989.

ISBN/ISSN:

xii, 147 p. : ill. ; 24 cm.

ID number: 70005855

Type: M ocm20538453

Library Location: 65.012 /00055

Author(s):

1. Secretan, Lance H. K.

Additional Subject(s):

1. MANAGEMENT

PERSONNEL MANAGEMENT

How to get the best out of people - New York : AMACOM, 1988.

ISBN/ISSN:0814477011

vi, 58 p. ; 17 cm.

(The Successful office skills series)

ID number: 70004303

Type: M 18225227

Library Location: 65.012 /00048

Additional Subject(s):

1. JOB SATISFACTION

2. MOTIVATION (PSYCHOLOGY)

Includes index.

Lexicon personeelsmanagement bij de overheid - Alphen aan d. Rijn : Samson, 1990.

ISBN/ISSN:9065009205

var. pag. ; 24 cm.

ID number: 80006024

Type: M

Library Location: 65.012 /00064

Added entry(s):

1. Abbing, B. H., ed.

2. Appeldoorn, H. H., ed.

3. Mensink, J. C. M., ed.

Human Resource Management and Technical Change - London : Sage, 1993.

ISBN/ISSN:0803987862

xiv, 240 p. : ill. ; 24 cm.

ID number: 80009883

Type: M

Library Location: 65.012 /00089

Additional Subject(s):

1. EMPLOYEES--EFFECT OF TECHNOLOGICAL INNOVATIONS ON

Added entry(s):

1. Clark, Jon, ed.

Bibliography: p. 223-232. Includes index.

'Technical change is a fact of modern organizational life, inevitably impacting, to a greater or lesser extent, upon the management of human resources. This book provides the first systematic analysis of the relations between technical change and HRM. Introductory chapters overview the central themes and debates. For example, what role do human resource managers play in the processes of technical change in organizations? What opportunities or constraints are presented by different dimensions of technical change? How does technical change affect such issues as job design, supervision, total quality management, team-working, increased flexibility, skills training and employee involvement? Succeeding contributions develop these themes in more detail, drawing on research and case studies.'

Human Resource Management : Key Concepts and Skills - London : Sage, 1993.

ISBN/ISSN:080398815X

ix, 225 p. ; 24 cm.

ID number: 80009877

Type: M

Library Location: 65.012 /00088

Author(s):

1. Beaumont, Phil B.

Includes index.

'This major textbook meets the clear need for a substantial but accessible introduction to the practice of human resource management 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. He looks at the meaning of strategic human resource management. He considers its relations with organizational change, and its role in international competitiveness. From a HRM standpoint, he addresses such crucial topics as selection and appraisal, rewards and compensation, employee participation and development.'

Comment vivre avec tous ces gens impossibles au bureau ? ou un cerveau reptilien - Paris : Eyrolles, 1991.

ISBN/ISSN:

195 p. ; 24 cm.

ID number: 80007234

Type: M

Library Location: 65.012 /00081

Author(s):

1. Bernstein, Albert J.

2. Craft Rozen, Sydney

Additional Subject(s):

1. PSYCHOLOGY, INDUSTRIAL

Includes index.

'Illustre de nombreux exemples, cet ouvrage permet de comprendre le comportement si peu logique de vos collaborateurs ou de vos collègues et donne les clés de la maîtrise de soi au bureau'.

Empowering People at Work - Aldershot, UK : Gower, 1994.

ISBN/ISSN:0566074362

xx, 268 p. : ill. ; 23 cm.

ID number: 80011659

Type: M

Library Location: 65.012 /00113

Author(s):

1. Foy, Nancy

Bibliography: p. 254-263. Includes index.

'Part I of this book shows how the elements of empowerment work together: performance focus, teams, leadership and face-to-face communication. Part II explains how to manage the process of empowerment, even in a climate of 'downsizing' and 'delaying'. It includes chapters on networking, listening, running effective team meetings, giving feedback, training and using employee surveys. Part III contains case studies of IBM and BT and examines the way they have developed employee communication to help achieve corporate objectives. The final section comprises a review of communication channels that can be used to enhance the empowerment process, an extensive set of survey questions to be selected on a 'pick and mix' basis and an annotated guide to further reading.'

Managing people at work : a manager's guide to behaviour in organizations

- 2nd ed. - London : McGraw-Hill, 1986.

ISBN/ISSN:0070849277

viii, 286 p. : ill. ; 23 cm.

ID number: 70004280

Type: M

13559764

Library Location: 65.012 /00017

Author(s):

1. Hunt, John Wallace

Includes bibliographies and index.

Good bosses do : how to find, hire, and keep a good secretary - New York :

AMACOM, 1988.

ISBN/ISSN:081445917X

186 p. ; 24 cm.

ID number: 70004305

Type: M

17550690

Library Location: 65.012 /00050

Author(s):

1. Lazary, Betsy

Additional Subject(s):

1. SECRETARIES

Includes bibliographical references and index.

Gestion des ressources humaines - Paris : Eyrolles, 1991.

ISBN/ISSN:

xix, 219 p. ; 24 cm.

ID number: 80007224

Type: M

Library Location: 65.012 /00080

Author(s):

1. Louart, Pierre

Gestion des cadres : la nouvelle donne - Paris : First, 1991.

ISBN/ISSN:2876911191

220 p. ; 23 cm.

ID number: 80008744

Type: M

Library Location: 65.012 /00086

Author(s):

1. Shapero, Albert

Trad. de : Managing Professional People.

'Toutes les techniques de pointe made in USA : embauche, motivation, evaluation des performances, formation, creativite, salaires.

Comment aider les nouveaux professionnels a donner le meilleur d'eux-memes...'

Bibliography: p. 214-216. Includes index.

From losers to winners : how to manage problem employees... and what to do if you can't - Rev. ed. - New York : AMACOM, 1987.

ISBN/ISSN:0814459188

xi, 188 p. : forms ; 26 cm.

ID number: 70004302

Type: M 16224453

Library Location: 65.012 /00047

Author(s):

1. Sherman, V. Clayton

Bibliography: p. 181-182.

Includes index.

PERSONNEL MANAGEMENT--CANADA

La gestion des ressources humaines au seuil de l'an 2000 - 2e ed. -

Saint-Laurent, Quebec : Editions du Renouveau Pedagogique, 1995.

ISBN/ISSN:2761307909

xxiii, 747 p. : ill.; 26 cm.

ID number: 80012307

Type: M

Library Location: 65.012 /00120

Author(s):

1. Dolan, Shimon L.

2. Schuler, Randall S.

Includes index.

PERSONNEL MANAGEMENT--EUROPE, EASTERN

Managing Human Resources in Eastern Europe and the Former USSR - London :

Economist Intelligence Unit, 1993.

ISBN/ISSN:0850587018

xiii, 118 p.; 28 cm.

(Report ; P803)

ID number: 80008592

Type: M

Library Location: 65.012 /00085

Additional Subject(s):

1. PERSONNEL MANAGEMENT--CIS

Added entry(s):

1. Economist Intelligence Unit (GB)

Includes index.

QUALITY CONTROL

Implementing Total Quality Management - London : Pitman, 1992.

ISBN/ISSN:0273038486

xv, 304 p. : ill.; 24 cm.

ID number: 80010090

Type: M

Library Location: 65.012 /00099

Author(s):

1. Munro-Faure, Lesley

2. Munro-Faure, Malcolm

Additional Subject(s):

1. MANAGEMENT

Includes index.

'Focusing on practical issues, this book shows how to introduce Total Quality Management successfully; demonstrates the business benefits of an effective quality system; provides clear guidelines to help managers make the best decisions for their business; shows how to minimise costs by preventing errors and waste; ensures businesses focus on doing the right things right first time. Drawing on a broad range of practical examples, this book demonstrates the benefits to companies in terms of both efficiency and financial performance of implementing Total Quality Management.'

SPEECHES, ADDRESSES, ETC.

Speeches and Presentations in French as well in English = Discours et exposes en anglais comme en francais - London : Nicholas Brealey, 1994.
ISBN/ISSN:185788048X
111 p.; 24 cm.
ID number: 80011664 Type: M
Library Location: 65.012 /00115
Author(s):
1. Sheppard, Pamela
'Here is a step-by-step guide to the many communication techniques involved in public speaking together with a practical, easy-to-use approach to the language of speeches and presentations. The words and phrases you need in French are displayed facing the English equivalents.'

SPEECHES, ADDRESSES, ETC., ENGLISH

Executive's Portfolio of Model Speeches for All Occasions - Englewood Cliffs, NJ : Prentice-Hall, 1991.
ISBN/ISSN:0132969890
xi, 318 p.; 25 cm.
ID number: 80011661 Type: M
Library Location: 65.012 /00114
Author(s):
1. Booher, Dianna Daniels
Includes index.
'Here is an instant source of nearly 200 carefully chosen model speeches you can use to add spice, impact, humor and clarity to your next speech or presentation. This work includes word-for-word speeches covering 65 different business situations, from anniversaries and dedications to motivation and quality control.'

Modeles de discours pour les dirigeants et cadres d'entreprise - Paris : Weka, 1987.
ISBN/ISSN:2733700383
var. pag.; 23 cm.
ID number: 80005880 Type: M
Library Location: 65.012 /00022
Author(s):
1. Mantrant, S.
2. Balland, J.
Additional Subject(s):
1. COMMUNICATION IN MANAGEMENT

SPEECHES, ADDRESSES, ETC., FRENCH

100 modeles de discours pour toutes les circonstances - Aleur, BE : Marabout, 1994.
ISBN/ISSN:2501020006
244 p.; 18 cm.
ID number: 80010005 Type: M
Library Location: 65.012 /00097
Author(s):
1. Dansel, Michel
'Anniversaires officiels ou prives, inaugurations, felicitations, informations : le discours est la manifestation la plus commentee de tout evenement marquant. Faciles a adapter, voici de precieux modeles dont chacun pourra s'inspirer quand il sera amene a prendre la parole devant un public plus ou moins large. On leur empruntera, a volonte, le ton, la structure, la place des anecdotes, les formules d'exorde et de conclusion.'

SUCCESS IN BUSINESS

La Boss generation : succes, mode d'emploi - Paris : Dunod, 1987.
ISBN/ISSN:204016541X
251 p. ; 22 cm.
ID number: 70004282 Type: M 18573207
Library Location: 65.012 /00020
Author(s):
1. Glocheux, Dominique
Additional Subject(s):
1. EXECUTIVES
2. MANAGEMENT

SYSTEM ANALYSIS

Business Systems : Articles, Analyses, and Cases - San Francisco :
Canfield Press, 1972.
ISBN/ISSN:0063823551
viii, 312 p. : ill. ; 24 cm.
ID number: 80013113 Type: M
Library Location: 65.012 /00127
Author(s):
1. Caruth, Donald L.
2. Rachel, Frank M.
Additional Subject(s):
1. SYSTEM THEORY
2. MANAGEMENT INFORMATION SYSTEMS
'Text, readings and case studies are integrated to illustrate current
thinking, practices and approaches to problems in the business world.
Emphasis is on the basic concepts of systems theory and management,
systems analysis and design, work design, information systems,
integrated management information systems and the human factor in
systems design.'

Management System Dynamics - London : John Wiley, 1977.
ISBN/ISSN:0471994510
xii, 463 p. : ill. ; 23 cm.
ID number: 80005896 Type: M
Library Location: 65.012 /00068
Author(s):
1. Coyle, R. G.
Additional Subject(s):
1. MANAGEMENT
Includes index.

TIME MANAGEMENT

'A' Time : the Busy Manager's Action Plan for Effective Self Management -
Wokingham, UK : Van Nostrand Reinhold, 1985.
ISBN/ISSN:0442306423
x, 180 p. : ill., forms.
ID number: 70004279 Type: M 12582061
Library Location: 65.012 /00016
Author(s):
1. Noon, James
Additional Subject(s):
1. EXECUTIVES
Includes index.

Objectif temps - Louvain-la-Neuve : Academia, 1994.

ISBN/ISSN:2872092889

161 p. : ill. ; 25 cm.

ID number: 80009952

Type: M

Library Location: 65.012 /00093

Author(s):

1. Tlatli, Fathi

Bibliography: p. 155-156.

'Après s'être attaché à la valeur, la nature et la relativité culturelle du temps, l'auteur propose une méthode pour apprivoiser le temps. Il suggère un système personnalisé de gestion du temps et prône la connaissance de soi pour déterminer des objectifs gagnants. Il définit le type de l'individu performant, capable de maîtriser son temps de travail pour vivre une vie enrichissante et mieux profiter de ses loisirs. Ce livre s'adresse à tous ceux qui veulent concilier harmonieusement vie privée et vie professionnelle.'

PREVIOUS ISSUES ALSO AVAILABLE FROM THE LIBRARY:

(MORE TITLES ARE AVAILABLE ON THE LIBRARY INTRANET SITE : [HTTP://NT15B.HQ.NATO.INT/LIBRARY](http://nt15b.hq.nato.int/library) (MINERVA) OR [HTTP://NT18/LIBRARY](http://nt18/library) (EAPC))

No. 5/99	Ballistic Missiles
No. 8/99	Refugees and Migration Problems
No. 2/00	The State of the Russian Economy
No. 3/00	The Baltic States
No. 4/00	The NPT since 1995
No. 5/00	NATO and the EAPC/PfP
No. 6/00	The European Security and Defence Identity/Policy (ESDI/P)
No. 7/00	Information Warfare
No. 8/00	The State
No. 9/00	The Balkan Peninsula
No. 1/01	Conflict Prevention and Crisis Management
No. 2/01	The Mediterranean Region

ANCIENS NUMEROS EGALEMENT DISPONIBLES A LA BIBLIOTHEQUE:

(D'AUTRES TITRES SONT ÉGALEMENT DISPONIBLES SUR LE SITE INTRANET DE LA BIBLIOTHÈQUE : [HTTP://NT15B.HQ.NATO.INT/LIBRARY](http://nt15b.hq.nato.int/library) (MINERVA) OU [HTTP://NT18/LIBRARY](http://nt18/library) (CPEA))

No. 5/99	Les missiles ballistiques
No. 8/99	Les réfugiés et les problèmes de migration
No. 2/00	L'état de l'économie russe
No. 3/00	Les Etats Baltes
No. 4/00	Le TNP depuis 1995
No. 5/00	L'OTAN et le CPEA/PPP
No. 6/00	L'Identité/La Politique Européenne de Sécurité et de Défense (IESD/PESC)
No. 7/00	La guerre de l'information
No. 8/00	L'Etat
No. 9/00	La Péninsule des Balkans
No. 1/01	La prévention des conflits et la gestion des crises
No. 2/01	La région méditerranéenne