

13th Edition Modern Management Samuel Certo

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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

this book provides a comprehensive flexible approach to the basic skills of business management with an emphasis on skills and applications it presents traditional concepts important contemporary issues and timeless insights into applying management know how all toward the goal of achieving organizational success built around the concept of

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