

Management is the art of getting things done through people.

— Mary Parker Follett —

# Management The Art Of Working With And Through People

**Lawrence Asa Appley** 

## Management The Art Of Working With And Through People:

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Leading and Leadership 20 Co ordination Meaning and Nature 21 Communication 22 Management of Change SYLLABUS Unit I Introduction Concepts Objectives Nature Scope and significance of management Evolution of management thought Contribution Taylor Weber and Fayol management Unit II Planning Concept Objectives Nature Limitation Process of planning Importance Forms Techniques and Process of decision making Unit III Organizing Concept Objectives Nature of organizing Types of Organization Delegation of authority Authority and responsi bilities Centralization and Decentralization Span of Control Unit IV Directing Concept Principles Techniques of directing and Coordination Concept of leadership Meaning Importance Styles Supervision Motivation Communication Unit V Controlling Concept Principles Process and Techniques of Controlling Relationship between planning and Controlling S. Chand's ISC COMMERCE Volume 2 for Class -XII C.B. Gupta, S Chand s ISC Commerce Vol I II for Classes XI XII has become the most popular textbook on the subject The series has now been thoroughly revised and updated to fully meet the requirement of the new syllabus

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