<table>
<thead>
<tr>
<th>1a. REPORT SECURITY CLASSIFICATION</th>
<th>UNCLASSIFIED/UNLIMITED</th>
</tr>
</thead>
<tbody>
<tr>
<td>2a. SECURITY CLASSIFICATION AUTHORITY</td>
<td></td>
</tr>
<tr>
<td>2b. DECLASSIFICATION/DOWNGRADING SCHEDULE</td>
<td></td>
</tr>
<tr>
<td>4. PERFORMING ORGANIZATION REPORT NUMBER(S)</td>
<td></td>
</tr>
<tr>
<td>6a. NAME OF PERFORMING ORGANIZATION</td>
<td>THE PENTAGON LIBRARY</td>
</tr>
<tr>
<td>6c. ADDRESS (City, State, and ZIP Code)</td>
<td>The Pentagon Library</td>
</tr>
<tr>
<td>6d. OFFICE SYMBOL (if applicable)</td>
<td>JDHQ-PL</td>
</tr>
<tr>
<td>7a. NAME OF MONITORING ORGANIZATION</td>
<td></td>
</tr>
<tr>
<td>7b. ADDRESS (City, State, and ZIP Code)</td>
<td>The Pentagon Library</td>
</tr>
<tr>
<td>7c. OFFICE SYMBOL (if applicable)</td>
<td>JDHQ-PL</td>
</tr>
<tr>
<td>8a. NAME OF SPONSORING ORGANIZATION</td>
<td></td>
</tr>
<tr>
<td>8b. OFFICE SYMBOL (if applicable)</td>
<td>JDHQ-PL</td>
</tr>
<tr>
<td>9. PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER</td>
<td></td>
</tr>
<tr>
<td>10. SOURCE OF FUNDING NUMBERS</td>
<td></td>
</tr>
<tr>
<td>11. TITLE (Include Security Classification)</td>
<td>Management and the Executive (U)</td>
</tr>
<tr>
<td>12. PERSONAL AUTHOR(S)</td>
<td></td>
</tr>
<tr>
<td>13a. TYPE OF REPORT</td>
<td>Final</td>
</tr>
<tr>
<td>13b. TIME COVERED</td>
<td>FROM 820101 TO 871231</td>
</tr>
<tr>
<td>14. DATE OF REPORT (Year, Month, Day)</td>
<td>880101</td>
</tr>
<tr>
<td>15. PAGE COUNT</td>
<td>43</td>
</tr>
<tr>
<td>16. SUPPLEMENTARY NOTATION</td>
<td></td>
</tr>
<tr>
<td>17. COSATI CODES</td>
<td></td>
</tr>
<tr>
<td>18. SUBJECT TERMS (Continue on reverse if necessary and identify by block number)</td>
<td>Leadership; Organizational Behavior; Personnel Management; Management Information Systems</td>
</tr>
<tr>
<td>19. ABSTRACT (Continue on reverse if necessary and identify by block number)</td>
<td>A bibliography of book and periodical articles covering such topics as personnel management, corporate planning, decision making, executive training, leadership, management information systems, and organizational behavior. Special interest areas such as women executives, chief executive officers, job stress, and ethics are highlighted.</td>
</tr>
<tr>
<td>20. DISTRIBUTION/AVAILABILITY OF ABSTRACT</td>
<td>UNCLASSIFIED/UNLIMITED</td>
</tr>
<tr>
<td>21. ABSTRACT SECURITY CLASSIFICATION</td>
<td></td>
</tr>
<tr>
<td>22a. NAME OF RESPONSIBLE INDIVIDUAL</td>
<td>Ms Dorothy Cross</td>
</tr>
<tr>
<td>22b. TELEPHONE (Include Area Code)</td>
<td>202 695-7216</td>
</tr>
<tr>
<td>22c. OFFICE SYMBOL</td>
<td>JDHQ-PL</td>
</tr>
</tbody>
</table>

DD Form 1473, JUN 86

Previous editions are obsolete.
INTRODUCTION

This bibliography replaces its predecessor, "Management and the Executive," prepared in March 1979. It lists books and periodical articles covering such topics as personnel management, corporate planning, decision-making, executive training, leadership, management information systems, and organizational behavior. In addition it highlights some special interest areas: women executives, chief executive officers, job stress, and ethics. An index of management topics is appended to assist readers in finding related items.

The Pentagon Library serves Department of Defense personnel stationed in the Pentagon and DOD employees assigned to the National Capital Region who do not have library service at their duty station. Librarians are available to assist researchers from 0900-1600 hours Monday through Friday, except federal holidays. The library contains an extensive and current collection of books, periodicals, legal and congressional materials, military publications, and technical reports of Army and DOD studies.
BOOKS


Delaney, William A. THE 30 MOST COMMON PROBLEMS IN MANAGEMENT AND HOW TO SOLVE THEM. New York, NY: AMACOM, 1982. 182 p. HD 30.29 .D44 (64)


Frank, Milo O. HOW TO GET YOUR POINT ACROSS IN 30 SECONDS—OR LESS. New York, NY: Simon and Schuster, 1986. 120 p. HF 5718 .F74 1986 (86)


Hvan, John E.; Reitsch, Arthur; and Dickson, John P. STATISTICAL DECISION MODELS FOR MANAGEMENT. Boston, MA: Allyn and Bacon, 1984. 549 p. HD 30.23 .H357 1984 (102)


Johns, Gary. ORGANIZATIONAL BEHAVIOR: UNDERSTANDING LIFE AT WORK. 


Klatt, Lawrence A.; Murdick, Robert G.; and Schuster, Frederick E. HUMAN RESOURCE MANAGEMENT. Columbus, OH: Merrill, 1985. 723 p. HF 5549 .K534 1985 (141)

<table>
<thead>
<tr>
<th>Author</th>
<th>Title</th>
<th>Publisher</th>
<th>Year</th>
<th>Pages</th>
<th>Call Number</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kushel, Gerald</td>
<td>THE FULLY EFFECTIVE EXECUTIVE</td>
<td>Contemporary Books, Chicago, IL</td>
<td>1983</td>
<td>184 p.</td>
<td>HF 5500.3 .U54 K87</td>
<td>(147)</td>
</tr>
<tr>
<td>Laney, W.L.</td>
<td>HOW TO BE BOSS IN A HURRY: A PRIMER FOR NEW MANAGERS</td>
<td>Bobbs-Merrill, Indianapolis, IN</td>
<td>1982</td>
<td>182 p.</td>
<td>HF 5500.2 .L29</td>
<td>(148)</td>
</tr>
<tr>
<td></td>
<td>CULATIONS ON EVOLVING PARADIGMS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


Senter, Sylvia; Howe, Marguerite; and Saco, Don. WOMEN AT WORK: A PSYCHOLOGIST'S SECRETS TO GETTING AHEAD IN BUSINESS. New York, NY: Putnam, 1983. 304 p. HF 5500.2 .S47 1983 (238)


PERIODICALS

"The Advice Squad." (Outside boards and CEO's of closely held corporations) John F. Persinos. INC. 8:80-82+, January 1986 (286)


"America's Corporate Hype." John Thackray. MANAGEMENT TODAY pp. 68-75, March 1987 (288)


"Are the Classical Management Functions Useful in Describing Managerial Work?" Stephen J. Carroll and Dennis J. Gillen. ACADEMY OF MANAGEMENT REVIEW 12:38-51, January 1987 (290)


"The Basics: Musts for Management Success." Steven Golen and Jack Mendleson. MANAGEMENT WORLD 15:1, November/December 1986 (293)

"Bestsellers of Business." (Books written by executives) Robert Heller. MANAGEMENT TODAY pp. 70-73, June 1986 (294)


"The Breakthrough Generation: 73 Women Ready to Run Corporate America." Basia Hellwig. WORKING WOMAN 10:98-101, 146-150, April 1985 (297)

"Britain's Best Managed Eight." MANAGEMENT TODAY pp. 58-67, April 1986 (298)
"Budgetary Participation, Motivation, and Managerial Performance."
Peter Brownell and Morris McInnes. ACCOUNTING REVIEW 61:587-600, October 1986 (299)


"Building a Successful Executive Information System." Allan H. Perlman. INFOSYSTEMS 33:66, January 1986 (301)

"The Business Leader with the Shakespearean Touch." Roy Hill. INTERNATIONAL MANAGEMENT 40:71-76, September 1985 (302)

"Can a Manager Be a Counsellor?" Virginia Novarra. PERSONNEL MANAGEMENT 18:48-50, June 1986 (303)

"The Case for Salvaging the 'Throwaway' Executive." Paul Thorne, David West, and Ron Owen. INTERNATIONAL MANAGEMENT 42:49-50, May 1987 (304)

"Case Study: Implementing Value-Based Strategic Management." Bernard C. Reinann. PLANNING REVIEW 14:6-9, 45-46, July 1986 (305)


"CEOs for This Season." Robert Boyd Lamb. ACROSS THE BOARD 24:34-41, April 1987 (307)

"The CFO in an Entrepreneurial Atmosphere." Gordon V. Moyer. FE 1:30-36, August 1985 (308)


"Chief Executive Personality and Corporate Strategy and Structure in Small Firms." Danny Miller and Jean-Marie Toulouse. MANAGEMENT SCIENCE 32:1389-1409, November 1986 (310)

"Climbing the Management Mountain." James F. Collins, Jr. DATAMATION 33:74-78, February 1, 1987 (311)

"Conjoint Executive Assessment for Strategic Planning." Richard Goud. PERSONNEL ADMINISTRATOR 30:51-52+, April 1985 (312)


"Corporate Mission: The Intangible Contributor to Performance." Jerome H. Want. MANAGEMENT REVIEW 75:46-50, August 1986 (314)


"Defining Roles and Responsibilities Requires Critical Self-Evaluation." Geoffrey M. Bellman. DATA MANAGEMENT 24:18-21, October 1986 (318)


"Developing the Executive Resource." Richard A. Johnson, James P. Neelankavil, and Arvind Jadhav. BUSINESS HORIZONS 29:29-33, November/December 1986 (320)


"Dirty Your Hands!—Keeping Involved Keeps You in Touch." James E. Brennan. MANAGEMENT WORLD 15:56, 53, April/May 1986 (322)


"Don't Concentrate on Traditional R&D Management." Robert Szaknoyi. RESEARCH MANAGEMENT 29:6-7, September/October 1986 (324)

"Don't Ignore Seasoned Managers—The Case for Management Cycling." William L. Tack. SLOAN MANAGEMENT REVIEW 27:63-70, Summer 1986 (325)

"Don't Write Women Off as Leaders." Felice N. Schwartz. FORTUNE 115:185, 188, June 8, 1987 (326)


"Educating Execs: B-Schools Want the Job." Frederick H. Maidment. MANAGEMENT WORLD 15:44, June 1986 (328)

"An Effective Educational Program." (Executive education program in information technology) DATA MANAGEMENT 24:48, December 1986 (329)
"Employee Training in America." TRAINING & DEVELOPMENT JOURNAL 40:34-37, July 1986 (330)

"Engaging Top Management in Information Technology." John F. Rockart and Adam D. Crescenzi. SLOAN MANAGEMENT REVIEW 25:3-16, Summer 1984 (331)

"The Entrepreneur in the Gray-Flannel Suit." (Ex-corporate executives taking over small companies) Tom Richman. INC. 8:98-100+, March 1986 (332)

"Europe's New Managers." Richard I. Kirkland, Jr. FORTUNE 114:56-58+, September 29, 1986 (333)

"Evaluating Task Leadership: A Problem for Assessment Centers." Robert B. Cunningham and Dorothy F. Olshfski. PUBLIC PERSONNEL MANAGEMENT 14:293-299, Fall 1985 (334)


"The Executive Separation Package: Handle with Care." Mary T. Steele and Therese D. Osborne. PERSONNEL JOURNAL 65:42-50, October 1986 (341)


"Federal Management Reform Bill Proposed by Roth." (Establish Office of Federal Management in Office of the President; (S-2230)) JOURNAL OF ACCOUNTANCY 162:62-64, August 1986 (344)
"Feedback in the Executive Suite." Gary N. Richetto. TRAINING & DEVELOPMENT JOURNAL 39:77-80, February 1985 (345)


"Fitting Managers into Management." Carole Cushing and Bryant Cushing. FE 3:4-5, January 1987 (347)

"Five Make Their Mark." (New breed of managers) Allan Mitchell. MANAGEMENT TODAY pp. 72-7+, September 1986 (348)

"Forging the Executive Information System Link." David Friend. INFORMATION STRATEGY 2:24-26, Summer 1986 (349)

"From the Shop Floor to the Executive Suite." (Vocational and technical education for executives) William L. Lemons. TRAINING & DEVELOPMENT JOURNAL 39:49-50, August 1985 (350)

"The Future for Women in Management." (Britain) MANAGEMENT TODAY pp. 85-86, January 1986 (351)

"Games Managers Play." Chris Elgood. SUPERVISORY MANAGEMENT 31:2-7, April 1986 (352)

"Games Managers Play." Janice L. Greene. BLACK ENTERPRISE 15:49-52, July 1985 (353)


"Getting the Best from Foreign Employees." (Excerpt from GOING INTERNATIONAL) Lennie Copeland and Lewis Griggs. MANAGEMENT REVIEW 75:19-26, June 1986 (355)


"Helping Executives Get the Computer Data They Need." Laton McCartney. DUN'S BUSINESS MONTH 127:87-88, May 1986 (359)


"How Do You Get Top People Personally Involved in Training?" Adrienne L. Gall, Robert DeSio, Badi Foster, Charles Bishop and Ed Bales. TRAINING & DEVELOPMENT JOURNAL 40:24-31, October 1986 (364)


"How to Build Your Leadership Style." Jerry Conrath. MANAGEMENT WORLD 16:12-14, February/March 1987 (366)

"How to Cope When the C.E.O. Has a Stroke." Bro Uttal. FORTUNE 113:42-44, March 3, 1986 (367)

"How to Pick a New Executive." (Nontraditional methods, outside the office) Russell S. Reynolds, Jr. FORTUNE 114:113-114, September 1, 1986 (368)


"How Top Managers Make a Company's Toughest Decision." Myron Magnet. FORTUNE 111:52-57, March 18, 1985 (370)


"Human Resources or Management Resources?" Thomas J. Hutton. PERSONNEL ADMINISTRATOR 32:66-74, January 1987 (374)

"Impact of Situational Constraints on Subjective and Objective Criteria of Managerial Job Performance." Robert P. Steel and Anthony J. Mento. ORGANIZATIONAL BEHAVIOR AND HUMAN DECISION PROCESSES 37:254-265, April 1986 (376)


"Information Technology: It's Changing the Way We Do Business." John P. Inlay, Jr. FE 1:50-55, January/February 1985 (380)


"Intuition: Management Skill for the 90s?" TRAINING 23:12-13, October 1986 (382)


"Lifelong Learning." Janet Mason. MANAGEMENT WORLD 15:10-11, January 1986 (384)


"Lovely Advice for Management Trainers." (Influences that produce Pygmalion Effect) Timothy J. McKirdies. TRAINING 24:78, April 1987 (386)


"Making the Host of Top Managers." David Hall. MANAGEMENT TODAY pp. 37, 40, January 1985 (391)

"Making the New Executive a Team Member." Charles A. Durakis. PERSONNEL 62:56-60, October 1985 (392)

"Male and Female Managers' Views of the Communication Skills and Training Needs of Women in Management." Cynthia Berryman-Fink. PUBLIC PERSONNEL MANAGEMENT 14:307-313, Fall 1985 (393)


"Management Centre Europe: Correcting Continental Drift." Brooks K. Tignet. MANAGEMENT REVIEW 74:34-37, August 1985 (395)

"Management Compensation Planning in Diversified Companies." Raymond W. Speck. COMPENSATION & BENEFITS REVIEW 19:26-33, March/April 1987 (396)


"Management on the Right Side of the Brain." Marilyn Golstein, David Schouten and Brian H. Kleiner. PERSONNEL JOURNAL 64:40-45, November 1985 (399)


"Management Trends: The View from the Top." (Four major roles played by CEOs) A. Mikalachki. BUSINESS QUARTERLY 51:76-78, Spring 1986 (401)


30
"Management; VPs: $215,000 with Longer Hours and Less Vacation."
(Executive Profile) INDUSTRY WEEK 229:32+, June 9, 1986 (403)

"Manager of the Year." Norman R. Augustine. ACROSS THE BOARD 23:5-4, April 1986 (404)


"MBA--The Fast Route to Success?" Marybeth Hanley. DATA MANAGEMENT 24:34-35, June 1986 (409)


"Mind Your Management Manners." Janet Bryant-McIlhenny. MANAGEMENT WORLD 14:34-35, June 1985 (412)

"His Leadership in Transition." Mehdi Khosrowpour. JOURNAL OF SYSTEMS MANAGEMENT 36:18-21, November 1985 (413)


"The New Corporate Elite." Bruce Nussbaum, John W. Wilson, Daniel B. Moskowitz, and Alex Beam. BUSINESS WEEK no. 2877:62-79, January 21, 1985 (419)


"The New Managers and Their Responsibilities." David S. Brown. BUREAUCRACY 16:45-46, Spring 1987 (421)


"Nurturing the Fast-Track Exec." Susan Narod. DUN'S BUSINESS MONTH 125:58, 60, February 1985 (423)


"Organizing for the Merging Technologies in Information Management." Leon Jackson. JOURNAL OF INFORMATION SYSTEMS MANAGEMENT 4:88-90, Winter 1987 (426)

"Personal Computers: Management Tools or Executive Toys?" Thomas J. Hutton. INFOSYSTEMS 32:96+, June 1985 (427)

"Personnel Reform in Consolidated Metropolitan Governments: Executive Responsibility and Neutral Competence." Victoria E. Johnson and David Sink. PUBLIC PERSONNEL MANAGEMENT 15:11-21, Spring 1986 (428)

"Personnel's Part in Organisation Restructuring." Alastair Evans and Alan Cowling. PERSONNEL MANAGEMENT 17:14-17, January 1985 (429)

"Philosophers, Prophets and Panaceas." Carl N. Edwards. INFORMATION STRATEGY 3:35-38, Fall 1986 (430)

"Presentation Skills at Corporate Level." Derek Lennon. MANAGEMENT ACCOUNTING 65:40-41, February 1987 (431)


"Signposts on the Road to Excellence." Michael McTague. BUSINESS 36:3-12, July/August/September 1986 (439)


"The Smooth Transition." (Training to deal with problems associated with women's access to management positions) Douglas W. Naffziger. TRAINING & DEVELOPMENT JOURNAL 40:63-65, April 1986 (441)

"Snapping Out of the Organizational Trance." Perry Pascarelia. INDUSTRY WEEK 229:53-60, April 28, 1986 (442)

"Solving the Riddle of the Misfit Manager." Deborah Rhoney. INDUSTRY WEEK 230:79+, September 1, 1986 (443)


"Stress Management for Managers." Leonard Kramush. INFOSYSTEMS 33:50+, August 1986 (446)

"The Tactics of Strategic Opportunities." Daniel J. Isenberg. HARVARD BUSINESS REVIEW 65:92-97, March/April 1987 (448)


"Training Managers to 'Meet the Press'." Norman Drapel. TRAINING 23:30-38, August 1986 (453)

"The Transformational Leader." Noel M. Tichy and Mary Anne Devanna. TRAINING & DEVELOPMENT JOURNAL 40:27-32, July 1986 (454)

"Trouble at the Top." Bruce A. Jacobs. INDUSTRY WEEK 225:70-72, May 13, 1985 (455)

"Universal Approach Needed to Build Managerial Skills." DATA MANAGEMENT 25:22-23, April 1987 (456)

"University-Based Executive Education Programs: A Peer Evaluation." Fred Naumann. PERSONNEL ADMINISTRATOR 31:117-118, February 1986 (457)


"What Management Development Means for American CEOs." Charles Harperison and Andrew Kakabadse. JOURNAL OF MANAGEMENT DEVELOPMENT 4:3-5, 1985 (460)

"What That New Supervisor or Manager Should Know." Natasha Josefowitz. MANAGEMENT SOLUTIONS 31:4-13, October 1986 (462)

"What to Do When the Headhunter Calls." Dale Feuer. TRAINING 22:45-56, May 1985 (463)

"When a New Manager Takes Charge." John J. Gabarro. HARVARD BUSINESS REVIEW 63:110-123, May/June 1985 (464)


"When the Battleground Is the Training Ground." (Vietnam vets have undergone useful management training) Jim Haig-Sheehy. TRAINING & DEVELOPMENT JOURNAL 39:78-80, October 1985 (467)

"Where Are All the Good Leaders?" Oliver L. Niehouse. MANAGEMENT WORLD 16:10-12, February/March 1987 (468)


"Why Lefties Make the Best Leaders." (Left of center) Norman Dixon. PERSONNEL MANAGEMENT 17:36-39, November 1985 (471)

"Will Someone Please Tell Me Exactly What Personnel Executives Do?" Margaret Magnus. PERSONNEL JOURNAL 66:46-47, January 1987 (472)


"Women in Management." HUMAN RESOURCE MANAGEMENT 26:145-290, Summer 1987 (474)

"Women in Management--It's Still an Uphill Battle." ADMINISTRATIVE MANAGEMENT 47:6, February 1986 (475)

"Women in Management--Some Progress, but More is Needed." Bette Ann Stead. OFFICE ADMINISTRATION AND AUTOMATION 46:24+, August 1985 (477)

"Women in Management Accounting: Moving Up...Slowly." Susan Jayson and Kathy Williams. MANAGEMENT ACCOUNTING 67:20-24, 63-64, June 1986 (478)


"Women Who Break into Top Management: A Study." TRAINING & DEVELOPMENT JOURNAL 40:8, November 1986 (480)

"Women's Management Training in a Ghetto?" (Update; Britain) Pauline Glucklich. PERSONNEL MANAGEMENT 17:39-43, September 1985 (481)
Index of Management Concepts

<table>
<thead>
<tr>
<th>Concept</th>
<th>Page Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Afro-American executives</td>
<td>61,67,353</td>
</tr>
<tr>
<td>Age and employment</td>
<td>325</td>
</tr>
<tr>
<td>Assertiveness (Psychology)</td>
<td>13</td>
</tr>
<tr>
<td>Assessment centers (Personnel management</td>
<td>334</td>
</tr>
<tr>
<td>procedure)</td>
<td></td>
</tr>
<tr>
<td>Black executives</td>
<td></td>
</tr>
<tr>
<td>see Afro-American executives</td>
<td></td>
</tr>
<tr>
<td>Budget in business</td>
<td>127</td>
</tr>
<tr>
<td>Bureaucracy</td>
<td>205</td>
</tr>
<tr>
<td>Burn out (Psychology)</td>
<td>149</td>
</tr>
<tr>
<td>Business consultants</td>
<td>430</td>
</tr>
<tr>
<td>Business etiquette</td>
<td>412</td>
</tr>
<tr>
<td>Career changes</td>
<td>342</td>
</tr>
<tr>
<td>Chief executive officers</td>
<td>90,123,125,144,154,241, 243,256,261,286,294,307, 310,332,348,360,361,367, 375,401,419,452,455</td>
</tr>
<tr>
<td>Civil service</td>
<td>70,251,263,378,428</td>
</tr>
<tr>
<td>Civil service—Personnel management</td>
<td>142,246</td>
</tr>
<tr>
<td>Commercial crimes</td>
<td>465</td>
</tr>
<tr>
<td>Compensation management</td>
<td>396,451,469</td>
</tr>
<tr>
<td>Competition</td>
<td>212</td>
</tr>
<tr>
<td>Conflict (Psychology)</td>
<td>455</td>
</tr>
<tr>
<td>Consultants</td>
<td></td>
</tr>
<tr>
<td>see Business consultants</td>
<td></td>
</tr>
<tr>
<td>Corporate image</td>
<td>153,209</td>
</tr>
<tr>
<td>Cost control</td>
<td>7</td>
</tr>
<tr>
<td>Creative ability</td>
<td>146</td>
</tr>
<tr>
<td>Creative thinking</td>
<td>317,361</td>
</tr>
<tr>
<td>Crisis management</td>
<td>63,209</td>
</tr>
<tr>
<td>Decision-making</td>
<td>39,76,94,98,102,111,161, 204,210,259,260,369,370, 381,388,418,440</td>
</tr>
<tr>
<td>Delegation of authority</td>
<td>129,264</td>
</tr>
</tbody>
</table>
Electronic mail systems 244
Employee leasing 436
Employee morale 93
Employee motivation 157, 255, 299
Employee participation in management
   see Management—Employee participation
Employees, Dismissal of 184
Employees, Rating of 202
Employees, Training of 386
Employment interviewing 397, 444
Ethics
   see Business ethics, Professional ethics
Etiquette
   see Business etiquette
Executive ability 33, 55, 95, 145, 163, 347
Executive selection 291, 296, 304, 321, 327, 340, 368, 383, 447, 463
Executives—Dismissal of 341
Executives—Family relationships 338
Executives—Rating of 410
Executives—Time management 191, 281

Flexitime
   see Hours of labor, Flexible
Games
   see Management games
Goal setting in personnel management 157
Government executives 56, 190, 193, 215, 251, 263, 272, 378
Government paperwork 211
Handicapped—Employment 458
Hours of labor, Flexible 196
Human capital 82
Incentives in industry 151, 400
Industrial management 7, 24
Industrial relations 242
Industrial sociology 262
Information networks 186
Information systems
   see Management information systems
Innovations
   see Technological innovations
<table>
<thead>
<tr>
<th>Term</th>
<th>Page(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>International business enterprises</td>
<td>365</td>
</tr>
<tr>
<td>International business enterprises--</td>
<td></td>
</tr>
<tr>
<td>Employees</td>
<td></td>
</tr>
<tr>
<td>Interpersonal relations</td>
<td></td>
</tr>
<tr>
<td>see Employment interviewing</td>
<td></td>
</tr>
<tr>
<td>Intuition</td>
<td></td>
</tr>
<tr>
<td>Job stress</td>
<td></td>
</tr>
<tr>
<td>Labor productivity</td>
<td></td>
</tr>
<tr>
<td>Labor relations</td>
<td></td>
</tr>
<tr>
<td>see Industrial relations</td>
<td></td>
</tr>
<tr>
<td>Labor turnover</td>
<td></td>
</tr>
<tr>
<td>Leadership</td>
<td></td>
</tr>
<tr>
<td>Line and staff organization</td>
<td></td>
</tr>
<tr>
<td>Management--Dictionaries</td>
<td></td>
</tr>
<tr>
<td>Management--Employee participation</td>
<td></td>
</tr>
<tr>
<td>Management--Research</td>
<td></td>
</tr>
<tr>
<td>Management--Great Britain</td>
<td></td>
</tr>
<tr>
<td>Management--Japan</td>
<td></td>
</tr>
<tr>
<td>Management--Soviet Union</td>
<td></td>
</tr>
<tr>
<td>Management by objectives</td>
<td></td>
</tr>
<tr>
<td>Management games</td>
<td></td>
</tr>
<tr>
<td>Management information systems</td>
<td></td>
</tr>
<tr>
<td>Management science</td>
<td></td>
</tr>
<tr>
<td>Managerial grid</td>
<td></td>
</tr>
<tr>
<td>Manpower planning</td>
<td></td>
</tr>
<tr>
<td>Matrix organization</td>
<td></td>
</tr>
<tr>
<td>Meetings</td>
<td></td>
</tr>
<tr>
<td>Memory</td>
<td></td>
</tr>
<tr>
<td>Mentors in business</td>
<td></td>
</tr>
<tr>
<td>Middle managers</td>
<td></td>
</tr>
<tr>
<td>Morale</td>
<td></td>
</tr>
<tr>
<td>see Employee morale</td>
<td></td>
</tr>
<tr>
<td>Motivation</td>
<td></td>
</tr>
<tr>
<td>see Employee motivation</td>
<td></td>
</tr>
<tr>
<td>Multinational corporations</td>
<td></td>
</tr>
<tr>
<td>see International business enterprises</td>
<td></td>
</tr>
<tr>
<td>Topic</td>
<td>Page(s)</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Negotiation in business</td>
<td>150</td>
</tr>
<tr>
<td>Operations research</td>
<td>52</td>
</tr>
<tr>
<td>Organization</td>
<td>118,132,134,162,168,207</td>
</tr>
<tr>
<td>Organizational behavior</td>
<td>8,28,37,50,54,80,85,96,99,110,114,130,137,160,182,183,189,200,213,216,217,231,254,466</td>
</tr>
<tr>
<td>Organizational change</td>
<td>9,21,36,73,74,156,237,309,398,425,429,442,454</td>
</tr>
<tr>
<td>Organizational effectiveness</td>
<td>97,167,171</td>
</tr>
<tr>
<td>Planning</td>
<td>64,161,210,226</td>
</tr>
<tr>
<td>see Corporate planning; Manpower planning</td>
<td></td>
</tr>
<tr>
<td>Problem solving</td>
<td>135</td>
</tr>
<tr>
<td>see Labor productivity</td>
<td></td>
</tr>
<tr>
<td>Productivity</td>
<td>29</td>
</tr>
<tr>
<td>Professional employees</td>
<td>11,138</td>
</tr>
<tr>
<td>Professional ethics</td>
<td></td>
</tr>
<tr>
<td>Project management</td>
<td>56,124,162,215,246,258,274,344,414,428</td>
</tr>
<tr>
<td>Public administration</td>
<td>153,209</td>
</tr>
<tr>
<td>Public relations</td>
<td></td>
</tr>
<tr>
<td>Quality control</td>
<td>398</td>
</tr>
<tr>
<td>Research--Management</td>
<td>324</td>
</tr>
<tr>
<td>Self-evaluation</td>
<td>318</td>
</tr>
<tr>
<td>Self-perception</td>
<td>390</td>
</tr>
<tr>
<td>Sex discrimination in employment</td>
<td>105</td>
</tr>
<tr>
<td>Sociology</td>
<td></td>
</tr>
<tr>
<td>see Industrial sociology</td>
<td></td>
</tr>
<tr>
<td>Staff and line organization</td>
<td></td>
</tr>
<tr>
<td>see Line and staff organization</td>
<td></td>
</tr>
<tr>
<td>Strategic management</td>
<td>6,42,101,108,116,131,221</td>
</tr>
<tr>
<td>Stress</td>
<td>23,31</td>
</tr>
<tr>
<td>see Job stress</td>
<td></td>
</tr>
<tr>
<td>Supervision of employees</td>
<td></td>
</tr>
</tbody>
</table>
Technical education 350
Technological innovations 36
Time management
   see Executives--Time management
Training
   see Employees, Training of;
   Executives--Training of
Turnover
   see Labor turnover

Values 233, 234
Veterans--Employment 467
Whistle blowing 29
Women executives
   20, 44, 79, 92, 103, 106, 112,
   158, 173, 176, 181, 201, 235,
   238, 297, 316, 326, 346, 351,
   393, 434, 441, 474, 475, 476,
   477, 478, 479, 480, 481
END
DATE
FILMED
5-88
DTIC