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ADMINISTRATIVE MANAGEMENT

SECOND EDITION

EJ Ferreira • A.W Erasmus • D. Groenewald

Administrative Management 2nd Edition E Ferreira

Yicheng Fang



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Administrative Management Annatjie W. Erasmus, Edmund John Ferreira, Darelle Groenewald, 2004-09 The roles and responsibilities of administrative managers are identified and explained in this comprehensive resource on managing the information needs of an organization to facilitate timely relevant and accurate communication Topical case studies and practical examples illustrate the knowledge and skills required for success in office management **Business**

Management Hannie Badenhorst-Weiss, Tersia Brevis, Mike Cant, 2008-02 The world is in a constant state of flux and this influences the operations of every business and organisation Business Management A Contemporary Approach deals with these changes by covering the functions of a business or an organisation and then addressing the contemporary issues that affect them These issues include globalisation corporate entrepreneurship and citizenship credit diversity and HIV AIDS Every student of business and business manager needs to understand the importance of these issues and their influence on the operations of a business Business Management A Contemporary Approach also highlights the interdependency between the various business functions This interdependency is very important for a business or organisation to operate as a whole

Business Management for Entrepreneurs Cecile Nieuwenhuizen, 2007 Business Management for Entrepreneurs introduces entrepreneurs and managers of small and medium sized businesses to all the functions needed to manage these organizations successfully This is an essential guide to the small business management competencies that are essential for the success of a smaller business **The African Book Publishing Record**, 2009 Understanding Municipal Fiscal Health Craig S. Maher, Sungho Park, Bruce D. McDonald III, Steven C. Deller, 2023-02-01 Understanding Municipal Fiscal Health provides an in depth assessment of the fiscal health of cities throughout the United States The book examines the tools currently available to cities for designing a revenue structure measuring fiscal conditions and measuring fiscal health It explains how artificial policies such as tax and expenditure limitations influence fiscal policies and how communities can overcome socioeconomic and state policy barriers to produce strong fiscal conditions The authors go beyond simple theory to analyze patterns of fiscal health using actual financial demographic and TEL data from an accurate data source the Government Financial Officers Association survey The book offers a solid basis of empirical evidence including quantitative case studies complete with discussion questions to help practitioners better understand the environment in which they are functioning and the policy tools they need to help advocate for change This book teaches the reader the science and art of municipal financial analysis and will be invaluable for local and state officials analysts and students and researchers

Principles of Human Resource Management Rebecca Dei Mensah, 2013-10-21 Principles of Human Resource Management discusses the basic principles of human resource management in organisations It covers essential topics on HRM and provides students with working knowledge of the subject area This book can be used by both undergraduate and postgraduate HRM students Practitioners and general readers would also find it very useful It compares HRM issues in

Ghana to that of other countries and draws similarities and differences Some of the topics you will find in this book include the following An Overview of Human Resource Management Equal Employment Opportunity and HRM Sexual Harassment in the Work Environment The Purpose of Human Resource Planning Analysing Job Requirements Recruitment and Selection Tips on Job Hunt CVs and Cover Letters Career Planning Development and Management The Importance of Leadership Teamwork and Communication in Organisations If you are looking for a book that is simple and practical this book offers the combination of both and you will find it very useful

Bridges of Knowledge: Multidisciplinary Encounters Aurum Editora,2025-11-05 Bridges of Knowledge Multidisciplinary Encounters brings together diverse academic perspectives that connect law environmental studies public administration health technology education theology and social sciences The chapters explore contemporary challenges such as human rights sustainability food safety environmental impacts artificial intelligence cybersecurity tourism public management and cultural and religious studies By fostering dialogue across disciplines the book highlights how complex global issues demand integrated approaches and collaborative thinking This volume offers meaningful reflections for researchers professionals and students interested in understanding the intersections between knowledge society innovation and sustainable development in today s world

Smart Nation Abdullah Alfaiz,2025-03-27 As digitalization continues to transform the world nations and governments are mobilizing to adopt smart strategies for governance and citizen engagement both locally and globally Providing sought after interdisciplinary knowledge on the next frontier in the evolution of smart concepts Smart Nation Redefining Nations for Global Sustainability illustrates how comprehensive adoption and purposeful application of digital interoperable instruments and ecosystems can shape integrated governance leading to more efficient and equitable administrative efforts while fostering collaborative strategies that achieve sustainable outcomes across national boundaries This comprehensive reference resource offers not only the latest research in this innovative context but also reviews successful international cases providing practical insights into the revolutionary trajectories of these countries as they address complex challenges across social economic and environmental spheres ultimately enhancing living standards Authored by an expert with decades of experience in both academia and professional practice this volume caters to a diverse audience across disciplines offering a detailed development blueprint that supports ongoing innovation for the collective benefit of our planet Presents a critical analysis and evaluation of existing smart concepts including smart cities and smart governments Showcases various Smart Nation initiatives worldwide highlighting challenges lessons learned and successful techdriven development strategies Includes the transformation of existing policy and socioeconomic models into smart frameworks along with diagrams to clarify complex concepts platforms roadmaps and analytical performance systems facilitating efficient decision making Emphasizes the responsibility of current smart systems to effectively serve citizens and contribute to national and global environmental objectives Evaluates the adoption of intelligent tools with foresight considering potential future challenges and consequences

Handbook of Research on Organizational Justice and Culture in Higher Education Institutions Ololube, Nwachukwu Prince, 2016-04-20 Fairness in the workplace is a key element to the successful management and development of an organization. By evaluating the treatment of employees within educational settings as well as examining their reaction to fair and effective leadership practices, an institution gains a competitive edge within the global academic landscape. The Handbook of Research on Organizational Justice and Culture in Higher Education Institutions examines employee perspectives and behavior within educational settings. Highlighting the application of organizational integrity practices being used to meet the demands of institutional employees within developing and developed economies, this publication is a vital reference source for academicians, professionals, researchers, and students interested in higher education business management and development.

Proceedings of the 25th European Conference on Knowledge Management Dr. Nora Obermayer, Dr. Andrea Bencsik, **Assessing Organizational Behaviors** Magno Oliveira Macambira, Helenides Mendonça, Maria das Graças Torres Paz, 2021-12-13 This book fills a gap in international literature by providing critical reviews on variables of organizational behavior and the main psychological instruments developed to measure them. Measuring instruments developed with theoretical and methodological rigor in the field of Organizational and Work Psychology can contribute to the development of diagnostic analyses to enable organizations to implement the evidence-based changes required for their survival. These changes demand diagnoses based on precise assessments of organizational and individual variables, but many times the professionals responsible for conducting these assessments are not sure of what is the best measuring instrument available. This book is intended to serve as a guide to these professionals. The volume is divided into two parts. The first part brings together chapters dedicated to the following micro-organizational variables: Job Crafting, reactions to organizational change, Psychological Wellbeing at Work, Bridge Employment, Assessment in the Work Retirement Transition, Resilience at Work, and Leadership in Organizations. The second part presents the state of the art of research on the following macro-organizational constructs: Quality of Life at Work, Organizational Climate for Creativity, Values and Organizations, Assessments of Organizational Support and Contributions by Social Networks, Analysis and Organizational Effectiveness. The last chapter presents a critical discussion about the nature and future of organization behavior measuring. **Assessing Organizational Behaviors: A Critical Analysis of Measuring Instruments** is intended to help market professionals select the diagnostic instruments that best fit into their organizational reality in order to correctly assess organizational behavior. The book will also be of interest to researchers and students in the field of Organizational and Work Psychology as it provides comprehensive overviews of a wide range of instruments developed to measure different variables of organizational behavior.

[African Books in Print](#), 1978 **Forthcoming Books** Rose Army, 2004

Administration of Schools for Young Children Phyllis Click, Donald W. Click, 1990 Gives information on starting and operating a childcare center or preschool. Shows how to set up programs, use computers for managing data, and manage and

supervise staff Practical aids include forms for gathering and storing information sample staff meeting agendas and a review of software Contains review questions and activities This fifth edition offers lists of software programs and vendors organizations and suppliers of materials Click is a consultant in early childhood education and conducts parent education workshops Postgraduate Medical Journal ,1993 **American Book Publishing Record** ,2006 **Subject Catalog** Library of Congress, Library of Congress Catalogs Library of Congress,1970 **The Cumulative Book Index** ,1996 A world list of books in the English language Yearbook of International Organizations ,2011 Edition for 1983 84 published in 3 vols vol 1 Organization descriptions and index vol 2 International organization participation vol 3 Global action networks

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