

Book: Management



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This curriculum used for teaching and studying the management for the regular courses and in-serviced courses of University of Economics and Business and the other universities directly under Vietnam National Univeristy, Hanoi.

This book focuses on the main following contents:

- The overview on management and history of the development of management theory
- Planning function: Kinds of planning; steps of planing process; target planning, strategic planning.

- Organizational structure: Level and range of management; section division; decentralization and the way of establishing the organizational structure.
- Personnel management: Recruitment, assessment, training and personnel development.
- Leadership: Human models; promotive motivation; leadership style.
- Examination: Nature of examination, systems of examination, forms and methods of examination.
- Communication in management: elements of transferring the information, information in organization, interpersonal information, obstacles and methods in improving the effects of information transference.
- Making decisions of management: steps of making decision, techniques of making decision, making decision by team and individual.