



<b>Предисловие</b> .....	4
<b>Unit 1. Nature of Management</b> .....	6
<b>Unit 2. The Art and Science of Management</b> .....	11
<b>Unit 3. Management and Leadership</b> .....	17
<b>Unit 4. Objectives of Management</b> .....	23
<b>Unit 5. Principles of Management</b> .....	28
<b>Unit 6. Features of Management</b> .....	34
<b>Unit 7. Functions of Management</b> .....	39
<b>Unit 8. Levels of Management</b> .....	45
<b>Unit 9. Management Skills</b> .....	51
<b>Unit 10. What the World's Greatest Managers Do Differently</b> .....	57
<b>Unit 11. Management Styles</b> .....	65
<b>Unit 12. Managerial Roles</b> .....	70
<b>Unit 13. What Are Management Ethics?</b> .....	77
<b>Unit 14. Do Women Make Better Managers?</b> .....	82
<b>Unit 15. 21<sup>st</sup> Century Management Trends</b> .....	89
<b>Unit 16. Innovation Management</b> .....	95
<b>Appendices</b> .....	101
<b>Glossary</b> .....	133
<b>References</b> .....	136