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# contents

	Preface	xiii		Challenges and rewards of being a manager	27
	Acknowledgements	xviii		Thinking critically about ethics: How much is an	
	About the authors	xviii		executive worth?	28
	Making the most of your resources	xix		Learning summary	29
	A guided tour for students and educators	xxii		Thinking critically about management issues	30
	Case matrix	xxiv		Becoming a manager	30
				Ethical dilemma	31
P <i>F</i>	ART 1			Case application: Managing McDonald's Australia	31
IN	TRODUCTION TO MANAGEMENT	1		Endnotes	32
1	Managers in the workplace	2	2	Management history	36
	Learning outcomes	2		Learning outcomes	36
	Why are managers important?	4		Historical background of management	38
	Managers who made a difference: Tim Cook,			Classical approach	40
	CEO, Apple Inc.	6		Scientific management	40
	Who are managers, and where do			Managing from a global perspective:	
	they work?	6		McDonald's scientific management approach	42
	Who is a manager?	6		General administrative theory	43
	Where do managers work?	8		Managers who made a difference:	
	What do managers do?	9		Chris Jordan, Commissioner, ATO	45
	Managing workforce diversity and inclusion:			Organisational behaviour approach	46
	Women are still underrepresented and underpaid			Early advocates	46
	in Australian businesses	10		The Hawthorne Studies	46
	Management functions	11		The human relations movement and behavioural	
	Management roles	13		science theorists	48
	Management skills	15		Quantitative approach	49
	Summary of multiple perspectives on the			Contemporary approaches	50
	manager's job	16		Systems theory	51
	Is the manager's job universal?	17		Contingency theory	52
	Organisational level	17		Current trends and issues	53
	Organisational area	17		Globalisation	53
	Organisational type	18		Thinking critically about ethics: Robots in the	
	Organisational size	19		workplace	54
	Cross-national transferability	20		Workforce diversity	54
	How is the manager's job changing?	21		Ethics	55
	Importance of customers to the manager's job	21		Entrepreneurship	56
	Importance of social media to the			Learning organisations and knowledge	
	manager's job	22		management	57
	Importance of innovation to the			Climate change/global warming	57
	manager's job	23		Managing for sustainability: Global pressures	58
	Importance of sustainability to the			Learning summary	60
	manager's job	23		Thinking critically about management issues	61
	Managing for sustainability: Eco-efficiency			Becoming a manager	61
	and eco-effectiveness	24		Ethical dilemma	62
	Why study management?	25		Case application: The rise and fall of	
	The universality of management	25		Ford Australia	62
	The reality of work	26		Endnotes	63

PA	RT 2			Understanding the global environment	115
DE	FINING THE MANAGER'S TERRAIN	67		Regional trading alliances Global trade mechanisms	115 119
3	Managing the external environment			Managers who made a difference: Christine	
	and organisational culture	68		Lagarde, Managing Director, IMF	120
	Learning outcomes	68		Doing business globally	121
	The manager: Omnipotent or symbolic?	70		Different types of international organisations	122
	·	70		How organisations go international	123
	The omnipotent view	70		Managing workforce diversity and inclusion:	
	The symbolic view	71		Gender quota at Deutsche Telekom	124
	Reality suggests a synthesis	/ 1		Australian and New Zealand companies going	
	Managing from a global perspective: BHP Billiton and its external environment	72		international	125
		73		Managing in a global environment	126
	Defining the external environment			The legal-political environment	127
	The specific environment	73 75		The economic environment	128
	The general environment	75		The cultural environment	129
	External environment: Constraints and	70		Global management in today's world	133
	challenges	79		The challenge of openness	133
	Jobs and employment	79		Managing from a global perspective: The	
	Assessing environmental uncertainty	80		importance of cultural awareness	133
	Managing stakeholder relationships	81		Challenges of managing a global workforce	134
	Organisational culture: Constraints and			Sustainability on a global scale	135
	challenges	83		Learning summary	137
	What is organisational culture?	83		Thinking critically about management issues	138
	Strong versus weak cultures	85		Becoming a manager	138
	Managing workforce diversity and inclusion:			Ethical dilemma	139
	From top to bottom at PricewaterhouseCoopers	86		Case application: Global stumble at Nomura	139
	The source of culture	87		Endnotes	140
	How an organisation's culture continues	88			
	How employees learn culture	89	5	Social responsibility and managerial	
	How culture affects managers	91		ethics	144
	Thinking critically about ethics: Should				
	organisations protect whistleblowers?	91		Learning outcomes	144
	Current organisational culture issues facing			What is social responsibility?	146
	managers	93		From obligations to responsiveness to	
	Creating an innovative culture	93		responsibility	146
	Managers who made a difference: Tony Hsieh,			Should organisations be socially involved?	149
	CEO, Zappos	94		Green management and sustainability	151
	Creating a customer-responsive culture	95		Managing for sustainability: Does the Republic	
	Creating an organisational culture that			of Kiribati have a future?	152
	embraces sustainability	95		Global environmental problems	153
	Spirituality and organisational culture	96		How organisations 'go green'	153
	Learning summary	98		Managers who made a difference: Patagonia's	
	Thinking critically about management issues	99		Yvon Chouinard	154
	Becoming a manager	99		Evaluating 'green' management actions	155
	Ethical dilemma	100		Managers and ethical behaviour	156
	Case application: Is it possible to change the			Factors that determine ethical and unethical behaviour	156
	culture of the Australian Defence Force?	100		Thinking critically about ethics: Insider	
	Endnotes	101		trading: A serious crime	160
4	Managina to a plated and an area	100		Ethics in a global context	162
4	Managing in a global environment	106		Encouraging ethical behaviour	164
	Learning outcomes	106		Employee selection	165
	The globalisation of business	108		Codes of ethics and decision rules	165
	Who owns what?	108		Top management's leadership	166
	What is your global perspective?	111		Job goals and performance appraisal	167
	The risk of cross-cultural blunders	113		Ethics training	168
	Thinking critically about ethics: Bribery			Independent social audits	168
	and corruption	114		Formal protective mechanisms	169

	Social responsibility and ethics issues			Learning summary	209
	in today's world	169		Thinking critically about management issues	210
	Managing ethical lapses and social			Becoming a manager	210
	irresponsibility	169		Ethical dilemma	210
	Managing from a global perspective:			Case application: Decision making at Coca-Cola	
	Volkswagen's emissions cheating	171		Endnotes	212
	Social entrepreneurship	172		2.14.7000	
	Businesses promoting positive social change	173	7	Managing change and innovation	214
	Learning summary	175		Learning outcomes	214
	Thinking critically about management issues	176		The change process	216
	Becoming a manager	176		Two views of the change process	217
	Ethical dilemma	177		Managing from a global perspective:	L17
		1//		Electrolux: Riding the turbulent waters	219
	Case application: A wakeup call to global clothing brands?	177		Types of organisational change	220
	Endnotes	178			220
	Enunotes	170		What is organisational change?	220
				Types of change	
PA	ART 3			Managing resistance to change	222
DI	ECISION MAKING AND CHANGE	185		Why people resist change	223
				Using force-field analysis	223
6	Managers as decision makers	186		Techniques for reducing resistance	225
	Learning outcomes	186		Managing for sustainability: Community	
	The decision-making process	188		involvement to overcome resistance	226
	Step 1: Identifying a problem	188		Contemporary issues in managing change	227
	Step 2: Identifying decision criteria	190		Changing organisational cultures	227
	Step 3: Allocating weights to the criteria	190		Managers who made a difference: Telstra's	
		190		change agents Sol Trujillo, David Thodey and	
	Step 4: Developing alternatives			Andy Penn	229
	Step 5: Analysing alternatives	190		Handling employee stress	230
	Step 6: Selecting an alternative	190		Thinking critically about ethics: Overworked	
	Step 7: Implementing the alternative	191		and stressed?	233
	Step 8: Evaluating decision effectiveness	192		Making change happen successfully	234
	The manager as decision maker	192		Stimulating innovation	236
	Managing from a global perspective: Cultural			Creativity versus innovation	236
	differences in leaders' decision-making styles	193		Stimulating and nurturing innovation	237
	Making decisions: Rationality	194		Change, innovation and sustainability	240
	Making decisions: Bounded rationality	195		Sustainability-driven change	240
	Making decisions: The role of intuition	195		Sustainability-driven innovation	241
	Making decisions: The role of evidence-based			Social and environmental entrepreneurs	242
	management	196		Sustainability: A profound challenge for	
	Types of decisions and decision-making			change	243
	conditions	197		Learning summary	244
	Types of decisions	197		Thinking critically about management issues	245
	Decision-making conditions	199		Becoming a manager	245
	Thinking critically about ethics: Using technology			Ethical dilemma	245 246
	for decision making	200			
	Decision-making styles	202		Case application: Workplace stress can kill	246
	Linear-non-linear thinking style profile	202		Endnotes	247
	Decision-making biases and errors	202			
	Summing up managerial decision making	204	PA	ART 4	
	Managing workforce diversity and inclusion:	201	ΡI	ANNING AND CONTROL	253
	The value of diversity in decision making	205		Entranta Anto Contino	
	Effective decision making in today's	203	8	Foundations of planning	254
	world	205	_		
				Learning outcomes	254
	Guidelines for effective decision making	206		The what and why of planning	256
	Managers who made a difference: <i>Elon Musk</i> ,	0.5-		What is planning?	256
	CEO, SpaceX and Tesla Motors	207		Why do managers plan?	256
	Design thinking and decision making	207		Managing for sustainability: Rising sea levels	
	Big data and decision making	208		and the need for planning	257

	Planning and performance	258	Current strategic management issues	298
	Goals and plans	258	The need for strategic leadership	298
	Types of goals	258	The need for strategic flexibility	299
	Managers who made a difference: Brian		Important organisational strategies for	
	Doolan, CEO, The Fred Hollows Foundation	259	today's environment	300
	Types of plans	260	Managing from a global perspective: Fast	
	Setting goals	262	fashion: Speed as a competitive strategy	301
	Approaches to setting goals	262	Managing for sustainability: Waste Converters	
	Characteristics of well-designed goals	264	Recycling	306
	Managing from a global perspective: Setting		Learning summary	307
	goals that are not realistic	264	Thinking critically about management issues	308
	Steps in goal setting	265	Becoming a manager	308
	Developing plans	266	Ethical dilemma	308
	Contingency factors in planning	266	Case application: Netflix and subscription	
	Approaches to planning	267	video on demand (SVOD)	309
	Project management	267	Endnotes	310
	Contemporary issues in planning	269		
	How can managers plan effectively in dynamic		10 Managerial controls	314
	environments?	269		314
	How can managers use environmental		Learning outcomes	314
	scanning and competitor intelligence?	270	What is controlling, and why is it	246
	How can managers use forecasting?	271	important?	316
	Thinking critically about ethics: Gathering		The control process	318
	competitor information	272	Step 1: Measuring actual performance	318
	Learning summary	274	Step 2: Comparing actual performance	2.10
	Thinking critically about management issues	275	against the standard	319
	Becoming a manager	275	Step 3: Taking managerial action	321
	Ethical dilemma	276	Managerial decisions in controlling	322
	Case application: Shifting direction at Garmin	276	Managing for sustainability: Lack of control	
	Endnotes	277	proves very costly for BP	323
			Controlling for organisational and	
0	Stratogic management	200	employee performance	323
9	Strategic management	280	Managers who made a difference: Janine Allis	
	Learning outcomes	280	and Boost Juice	324
	The importance of strategic management	282	What is organisational performance?	324
	What is strategic management?	282	Measures of organisational performance	325
	Why is strategic management important?	283	Controlling for employee performance	326
	The strategic management process	284	Tools for measuring organisational	
	Step 1: Identifying the organisation's current		performance	328
	mission, goals and strategies	285	Feedforward/concurrent/feedback controls	328
	Step 2: Doing an external analysis	285	Financial controls	330
	Step 3: Doing an internal analysis	286	Information controls	331
	Step 4: Formulating strategies	287	Balanced scorecard	333
	Thinking critically about ethics: Should ethical		Benchmarking of best practices	333
	considerations be part of strategy decisions?	287	Contemporary issues in control	334
	Step 5: Implementing strategies	287	Adjusting controls for cross-cultural	
	Step 6: Evaluating results	288	differences and global turmoil	335
	Corporate strategies	288	Workplace concerns	335
	What is corporate strategy?	288	Thinking critically about ethics: Technology	
	What are the three main types of corporate		and workplace privacy	337
	strategy?	289	Controlling customer interactions	340
	Managers who made a difference: Jorgen		Managing from a global perspective: Visa's	
	Vig Knudstorp, CEO, Lego A/S	291	top-secret operations centre	342
	How are corporate strategies managed?	292	Corporate governance	343
	Competitive strategies	293	Learning summary	346
	The role of competitive advantage	293	Thinking critically about management issues	346
	Choosing a competitive strategy	296	Becoming a manager	347
	Functional strategies	297	Ethical dilemma	347
	· · · · · · · · · · · · · · · · · · ·			

	Case application: Starbucks – controlling the		Simple structure	397
	coffee experience	348	Functional structure	397
	Endnotes	349	Contemporary organisational designs	399
			Team structures	399
11	Managing operations	352	Managers who made a difference: Zhang Ruimin,	
	Learning outcomes	352	Chairman and CEO, Haier Group	401
	The role of operations management	354	Matrix and project structures	401
	Services and manufacturing	355	Boundaryless organisations	402
	Managing productivity	355	Learning organisations	404
	Strategic role of operations management	357	Organising for collaboration	404
	Managing for sustainability: Walmart's		Internal collaboration	405
	sustainability index for a greener supply chain	357	External collaboration	406
	Value chain management	358	Today's organisational design challenges	408
	What is value chain management?	359	Flexible work arrangements	409
	Goal of value chain management	360	Managing from a global perspective: Yahoo!	
	Benefits of value chain management	360	Back to work?	411
	Managing operations by using value chain		Contingent workforce	412
	management	361	Thinking critically about ethics: Are organisations	
	Requirements for value chain management	361	exploiting 'non-employees'?	413
	Thinking critically about ethics: <i>The power of</i>		Keeping employees connected	413
	the big supermarkets	363	A final thought	414
	Obstacles to value chain management	365	Learning summary	415
	Managing from a global perspective: <i>The</i>	303	Thinking critically about management issues	416
	challenges of managing operations in		Becoming a manager	417
	uncertain dynamic times	366	Ethical dilemma	417
	Current issues in operations management	367	Case application: Organisational volunteers	417
	Technology's role in operations management	367	Endnotes	418
	Quality initiatives	369	Endrices	110
	Quality goals	371	12 Managing tooms	424
	Managers who made a difference: Akio Toyoda,	3/1	33	
	President, Toyota	372	Learning outcomes	424
	Mass customisation and lean organisations	373	Groups and group development	426
	Learning summary	373 374	What is a group?	426
	Thinking critically about management issues	374	Stages of group development	426
	Becoming a manager	374	Work group performance and satisfaction	428
	Ethical dilemma	375	External conditions imposed on the group	429
	Case application: Value chain – from bean to cup		Group member resources	429
		376	Group structure	430
	Endnotes	3/0	Thinking critically about ethics: Norms and	
<b>D</b> 4	DT 5		the pressure to conform	433
	RT 5		Managers who made a difference: Mike	
OR	RGANISING	379	Cannon-Brookes, co-founder and co-chief	
			executive, Atlassian	435
12	Organisational structure and design	380	Group processes	436
	Learning outcomes	380	Group tasks	440
	Defining organisational structure and design	382	Turning groups into effective teams	441
	Work specialisation	382	What is a work team?	441
	Departmentalisation	384	Types of work teams	442
	Chain of command	386	Managing from a global perspective:	
	Span of control	389	Self-managing teams or ZZJYTs at Haier	443
	Managing workforce diversity and inclusion:		Creating and managing effective work teams	445
	The glass ceiling – broken or just scratched?	390	Creating effective work teams	445
	Centralisation and decentralisation	391	Managing work teams	447
	Formalisation	392	Current challenges in managing teams	448
	Organisational design decisions	393	Managing global teams	448
	Mechanistic and organic structures	393	Managing workforce diversity and inclusion:	
	Contingency factors affecting structural choice	395	Understanding, empathy, tolerance and	
	Traditional organisational designs	397	communication – the keys	449
	5		-	

	Building team skills	451	Goals of organisational behaviour	509
	Understanding social networks	451	Attitudes and job performance	510
	Learning summary	453	Job satisfaction	510
	Thinking critically about management issues	454	Managers who made a difference: Goh Choon	
	Becoming a manager	454	Phong, CEO, Singapore Airlines	512
	Ethical dilemma	454	Job involvement and organisational commitment	514
	Case application: Teamwork at Lonely Planet	455	Employee engagement	514
	Endnotes	456	Attitudes and consistency	514
	Managina kaman maaana	460	Managing for sustainability: Cognitive	
14	Managing human resources	460	dissonance and global warming	516
	Learning outcomes	460	Attitude surveys	517
	The human resource management process	462	Implications for managers	518
	Why is HRM important?	462	Personality	519
	Managing for sustainability: HR and sustainability	463	Myers-Briggs Type Indicator (MBTI®)	519
	External factors that affect the HRM process	464	The Big Five Model	520
	Identifying and selecting competent		Additional personality insights	521
	employees	470	Personality types in different national cultures	523
	Human resource planning	471	Emotions and emotional intelligence	523
	Recruitment and decruitment	472	Implications for managers	524
	Selection	473	Perception	526
	Providing employees with needed skills		Factors that influence perception	526
	and knowledge	479	Shortcuts frequently used in judging others	529
	Orientation	479	Implications for managers	529
	Employee training	480	Learning	530
	Retaining competent, high-performing		Operant conditioning	530
	employees	482	Managing workforce diversity and inclusion:	
	Employee performance management	482	Stereotyping – bad for diversity	531
	Compensation and benefits	484	Social learning	532
	Career development	485	Shaping: A managerial tool	532
	Managing from a global perspective: New and		Thinking critically about ethics: Employees	
	challenging HRM issues in China and India	485	and internet access	533
	Contemporary issues in managing human		Implications for managers	534
	resources	487	Contemporary issues in OB	534
	Managing workforce diversity and inclusion	487	Managing generational differences in the workplace	534
	Managing workforce diversity and inclusion:		Managing negative behaviour and bullying	
	Workforce diversity – room for everyone!	489	in the workplace	536
	Managing sexual harassment	490	Learning summary	538
	Thinking critically about ethics: The high cost		Thinking critically about management issues	539
	of sexual harassment	492	Becoming a manager	539
	Managing work-life balance	492	Ethical dilemma	540
	Managing workplace health and safety	494	Case application: Engagement of staff at	E 40
	Learning summary	496	Charter Hall	540
	Thinking critically about management issues	497	Endnotes	541
	Becoming a manager	497		
	Ethical dilemma	498	16 Managers and communication	548
	Case application: Recruiting and retaining talent	498	Learning outcomes	548
	Endnotes	499	The nature and function of communication	550
			What is communication?	550
	RT 6		Functions of communication	551
LE	ADING	505	Managers who made a difference: Deborah	
			Tabart, CEO, Australian Koala Foundation	551
15	Understanding and managing		Interpersonal communication	553
	individual behaviour	506	Methods of communicating interpersonally	554
	Learning outcomes	506	Effective interpersonal communication	556
	Focus and goals of organisational		Barriers to communication	557
	behaviour	508	Thinking critically about ethics: Does tweeting	
	Focus of organisational behaviour	508	need to be controlled?	557

	Overcoming the barriers	559	Motivating unique groups of workers	605
	Managing workforce diversity and inclusion:		Designing appropriate rewards programs	608
	Political correctness – not enough or too much?	561	Managers who made a difference: Jim	
	Organisational communication	562	Goodnight, founder and CEO, SAS	609
	Formal versus informal communication	562	From theory to practice: Suggestions for	
	Direction of communication flow	563	motivating employees	611
	Organisational communication networks	564	Learning summary	613
	Managing for sustainability: Communication and		Thinking critically about management issues	614
	disaster management	565	Becoming a manager	614
	Workplace design and communication	567	Ethical dilemma	615
	Information technology and communication	568	Case application: Google searching for?	615
	How IT affects managerial communication	568	Endnotes	616
	How IT affects organisations	569		
	Communication issues in today's		18 Managers as leaders	622
	organisations	570	Learning outcomes	622
	Managing communication in an internet world	570	Who are leaders, and what is leadership?	624
	Managing the organisation's knowledge		Early leadership theories	624
	resources	571	Trait theories	624
	The role of communication in customer service	572	Behavioural theories	626
	Getting employee input	573	Contingency theories of leadership	628
	Communicating ethically	573	Fiedler's contingency model	628
	Learning summary	575	Hersey and Blanchard's situational	
	Thinking critically about management issues	576	leadership model	630
	Becoming a manager	576	House's path—goal model	632
	Ethical dilemma	576	Contemporary views on leadership	633
	Case application: Delivery disaster at Domino's		Leader-member exchange theory	634
	Pizza	577	Leaders and power	634
	Endnotes	577	Transformational—transactional leadership	635
			Charismatic-visionary leadership	636
17	Motivating employees	580	Managers who made a difference: Steve Jobs,	
	Learning outcomes	580	Apple's co-founder and former CEO	637
	What is motivation?	582	Team leadership	638
	Early theories of motivation	583	Managing workforce diversity and inclusion:	
	Maslow's hierarchy of needs theory	583	Qantas's top management's commitment to	
	McGregor's Theory X and Theory Y	584	diversity	639
	Herzberg's two-factor theory	585	Leadership issues in the 21st century	640
	Three-needs theory	587	Developing trust	640
	Summary of the early theories	588	Thinking critically about ethics: Gordon	
	Contemporary theories of motivation	589	Ramsay's leadership style	642
	Goal-setting theory	589	Empowering employees	642
	Managing for sustainability: Using goal-setting		Cross-cultural leadership	643
	theory to improve sustainability	591	Gender differences and leadership	644
	Reinforcement theory	592	Becoming an effective leader	645
	Job design theory	592	Managing from a global perspective:	
	Equity theory	596	Growing leaders at 3M	645
	Expectancy theory	598	Learning summary	647
	Managing from a global perspective: What		Thinking critically about management issues	648
	motivates employees?	600	Becoming a manager	648
	Integrating contemporary theories of motivation	600	Ethical dilemma	649
	Thinking critically about ethics: <i>Do job titles</i>		Case application: Radical leadership	649
	really motivate?	602	Endnotes	650
	Current issues in motivation	603		200
	Motivating in tough economic circumstances	603		
	Managing cross-cultural motivational		Glossary	656
	challenges	604	Index	665
	J			000

## Inspire and engage ... with Management, 8e!

Welcome to the eighth edition of *Management*! In these dynamic and challenging times, there is a need to look for inspiration in how managers and organisations can change the way they operate to meet their economic, environmental and social responsibilities. No successful organisation, or its managers, can operate and engage its employees in what the organisation is trying to achieve without understanding and dealing with the dynamic environment that surrounds them. One of the biggest mistakes managers make today is failing to adapt to the changing world. With the challenges of dealing with the aftermath of the Global Financial Crisis (GFC), as well as the looming future threat of global warming and climate change, there is a need to find inspiration in how some of the more successful managers and organisations are tackling these issues and engaging their employees in their organisations' operations.

There is no doubt that management is a dynamic discipline. This means that a textbook on the subject must constantly undergo significant changes to prepare you to manage in increasingly dynamic conditions. Therefore, we have written this eighth edition of *Management* to provide you with the best possible understanding of what it means to be a manager who confronts change, and tries to inspire and engage employees in order to meet these challenges and improve the overall performance of the organisation.

Our approach to management is simple: management is about people. Managers manage people. Managers are the one thing that all organisations – whatever their size, kind or location – need. This book will introduce you to a wide range of real managers and organisations, from the stories that open each chapter to the numerous boxes and case applications that aim to provide you with interesting and thought-provoking examples of management in action. No other textbook has so successfully blended management theory with management practice. We are confident that this eighth edition of *Management* will continue both to make management concepts meaningful to you and to excite you about the possibilities of a career in management.

#### Overview of the new content in this edition

The workplace and the field of management have changed a lot since the first edition of this book appeared in 1997. This book, of course, has changed along with them. As new theories and research have been published, expanding our knowledge about what makes an effective manager, we changed the book to reflect it. What you have before you, then, is a summary of the latest knowledge on effective management. But students have also changed a lot since 1997. Today's students want more relevance from their management textbook. They want both knowledge and skills. Students want to leave class knowing what management is all about, but also with the skills necessary to help them succeed in today's workplaces . . . whether in an accounting firm, a manufacturing organisation, a retail business, a marketing services company, a high-tech firm, a not-for-profit organisation or a government agency.

We have listened to what students, university lecturers and employers are saying. In response, we have focused this revision of *Management* on emphasising the knowledge and work skills that both future managers and successful employees need. To get a good job, it is no longer enough to 'have a university degree' or 'have good grades'. Today's graduates

need to be able to hit the ground running. This means that students have to acquire the appropriate level of knowledge and the right skills to prepare themselves for that good job! We believe that this new edition of *Management* is truly a textbook for students in today's dynamic world.

One reason for this book's success, we believe, is that it has developed a reputation for continually introducing new content. This new edition aims to continue that tradition. In preparing this eighth edition, we have been mindful of significant recent research activities and have attempted to reflect their findings within both the main text material and the illustrative examples. Current and timely topics have therefore been added.

Underpinning the presentation of the material are six important principles that have guided our approach to the subject matter. These principles are:

- The need for ethical managerial behaviour: Managers do face ethical issues and dilemmas, and it is important for future managers to understand the moral foundations, rules and implications that are vital to rebuilding the trust that has been eroded due to recent scandals. Acting ethically in those grey areas where right and wrong are not easily defined is of crucial importance. Managers must be good ethical role models, both in words and, more importantly, in actions.
- The need for more sustainable management practices: In 2008, we were one of the first general management textbooks in the world to integrate the issue of sustainability throughout the text. While there has been some progress in this area, it should also be said that the GFC saw many managers and organisations take their eyes off the long-term environmental challenges in order to deal with the more immediate concerns raised by the global financial instability. As the GFC is now receding, we believe it is again time to refocus on one of the greatest challenges the risk of global warming and climate change.
- The need for innovation and change: Innovation is necessary to solve many of the challenges we are facing. It is clear that organisations all around the globe will need to change, because business as usual is no longer an option. The continued uncertainty after the GFC, increased extreme climatic conditions, world population growth, environmental degradation and resource depletion highlight the need for radical changes in order to avert major economic, environmental and social problems.
- The challenges of globalisation: Globalisation has created both challenges and opportunities for many organisations. Expansion into new markets operating under quite different influences and regulations is not without its problems. Managers need to be sensitive to cultural differences and local customs and to take them into account, or even make adjustments for them, when operating in any foreign culture.
- Workforce diversity and inclusion: As the Australian and New Zealand workforces evolve
  to reflect the growing diversity of our communities and the global marketplace, the need
  to understand and value these differences becomes increasingly important. If organisations
  can create a more inclusive organisational culture, they will play an important role in
  promoting positive social change by offering job opportunities for Indigenous people,
  recent migrants and many other minorities in our societies.
- Good management practice is not just applicable in large corporations: Many textbooks seem to focus mainly on management practices in large corporations. This textbook features many small and medium-sized organisations that may not be well known, but which are very well managed. This focus is important, as these types of enterprises are the predominant business structure in Australia and New Zealand. In addition, examples are drawn from not-for-profit and public sector organisations. After all, it is in these last two categories of organisations that some of the most inspirational business and management practices are occurring.

#### New to this edition ...

You might think that there could not be too much that is new to put in an eighth edition of a textbook. But that is the great thing about a book that discusses managers and management. It is always easy to find new material just by paying attention to what is happening in the news! (Paying attention to the news is another good habit for you to develop.) There are always new issues and ideas confronting managers. Take a look at some of the new topics we have included in this book:

- Chapter 1 Managers in the workplace: In this edition, you will find that we have expanded on why managers are important in our organisations as they face an increasingly challenging business environment. We have also further highlighted the importance of innovation in creating growth, jobs and successful organisations.
- Chapter 2 Management history: We have continued our focus on diversity issues where organisations can aim to increase employment opportunities for disadvantaged or marginalised groups in our societies. Two important issues robots in the workplace and the pressures from the global growth of population/consumption are also highlighted in relation to how they are likely to affect future workplace practices.
- Chapter 3 Managing the external environment and organisational culture: In this edition, we have drawn attention to how advancements in digital technology are now increasingly disrupting all types of industries. In this increasingly challenging external environment, it is important that managers understand both the changes that occur in their external environment and how their organisational cultures affect the behaviour of their employees.
- Chapter 4 Managing in a global environment: In this edition, we have continued to draw attention to Australia's and New Zealand's expanding free trade agreements and alliances. There are also discussions about global corruption, the ongoing political, social and economic problems in the European Union, and the impact that the 2015 UN Paris Climate Agreement may have on organisations.
- Chapter 5 Social responsibility and managerial ethics: We have rewritten the sections about social responsibility and green management to better reflect where we are today. We have also drawn attention to corporate tax avoidance, insider trading and other corporate misbehaviours as examples of what is ailing in ethical behaviour.
- Chapter 6 Managers as decision makers: Making the right decisions is of outmost importance to managers, because they will ultimately be judged on the outcomes of those decisions. In this edition, we have included new material on the role of evidence-based management, design thinking and big data in the decision-making process.
- Chapter 7 Managing change and innovation: In this edition, we have highlighted the challenge of dealing with and responding to change in many organisations. We have also expanded the discussion of how today's still uncertain economic environment has caused increased stress levels for many employees, which many organisations need better ways to address.
- Chapter 8 Foundations of planning: We have focused more on the challenges for managers of planning and setting goals in an increasingly uncertain environment. In fact, during uncertain times, planning and goal setting becomes even more important in reducing ambiguity and creating a common understanding about what needs to be done.
- Chapter 9 Strategic management: In this edition, you will find more focus on the importance of organisations developing new strategies to deal with changing trends in their markets. Strategies are rarely effective forever, and a critical aspect of strategic management is to know when new strategies are needed. We have also introduced design thinking and organisations' use of social media to gain a competitive advantage.
- Chapter 10 Managerial controls: Things do not always go as planned. That is why we have highlighted the importance of control in averting problems that can result in public relations disasters. By having proper controls in place, such problems can be prevented. We also discuss issues arising from developments in technology and privacy concerns, as well as the risk of hacking.

- Chapter 11 Managing operations: There is now a greater use of technology in managing operations for both manufacturing and service organisations. In today's organisations, it is the manager's job to more effectively manage the value chain to better serve the needs of their customers.
- Chapter 12 Organisational structure and design: In this edition, we have further illustrated the move, in many of our modern organisations, to more flexible and organic organisational structures that use internal or external collaboration. We also explore the use of increasing levels of flexible work arrangements and of a contingent workforce. However, we have also given authority more attention in those organisations that still rely on the traditional concepts of organising.
- Chapter 13 Managing teams: Because of the increasing reliance on team-based structures in organising work, we have focused more on the importance of managers understanding what influences performance and satisfaction so that they can build effective teams.
- Chapter 14 Managing human resources: A major challenge for managers is ensuring that their company has a high-quality workforce able to adapt to changing and challenging markets. In this edition, we have paid more attention to how an organisation's human resource management process is influenced by the external environment, such as the economy, governmental regulations and demographic trends.
- Chapter 15 Understanding and managing individual behaviour: It is important for all managers to have good people skills, and we have addressed this when it comes to the increasing impact of Millennials and Gen Y employees on organisations and how they need to change how they operate and engage with these employees.
- Chapter 16 Managers and communication: In this edition, we have given more attention to communication and crisis management, as well as to today's 24/7 media environment. There is also a discussion about the value of personal interaction and social media in getting employee input and increasing employees' engagement in today's organisations.
- Chapter 17 Motivating employees: Because motivation is an important topic in management, we have addressed how organisations are becoming more willing to use new approaches, such as more flexible policies, to motivate and reward their employees. More than ever, managers need to show employees that, whatever their role might be, their contribution matters.
- Chapter 18 Managers as leaders: It is not easy being a manager in today's challenging environment. Managers are under a lot of external and internal pressures. In this edition, we have paid more attention to charismatic leadership and ethics.

Many of the endnotes in this eighth edition have been updated. Every chapter has also been updated with numerous new examples from a diverse set of organisations. We think you will be fascinated and captivated by the challenges of managing organisations in today's dynamic global environment. By giving you numerous examples that provide insights into the challenges and rewards of becoming a manager, we hope to inspire and engage you to consider a future career in management.

## Getting the most out of your textbook during your studies

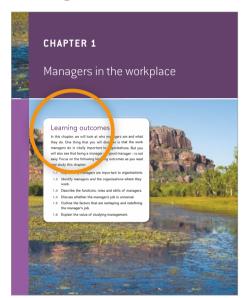
It is simple! Read the book. Come to class. Do your assignments. And ... study for your exams. If you want to get the most value from the money you have spent on the course and this textbook, that is what you need to do. In addition to writing this book, we also teach. Between the three of us, we have taught for nearly 100 years, so we personally understand the challenges of getting a classroom of students engaged and enthusiastic about coming to class to study a subject such as management. What worked exceptionally well for us was showing students that management is not just some dry, boring subject that you learn about in a book, but something vital that real people do in organisations every day. That is why we have always incorporated 'real organisational and management' examples into our textbook. Students can see how managers actually use the theories and approaches discussed in the chapters. We think these will help get students excited about studying management and provide many avenues for class discussion.

To help you in your studies, we have included several learning tools in this edition that are designed to help you in your learning so that you can do well in your studies. Each chapter starts with a list of 'Learning outcomes'. Pay attention to these as you work through the material in the chapter. Use the 'Review questions' scattered throughout the chapter to synthesise information that will help you to achieve each of the learning outcomes. At the end of each chapter, you will find a 'Learning summary', which provides you with a brief overview of the chapter material organised by the chapter learning outcomes. In addition to this review, you will find options for applying what you have learned - reinforcing the concepts and seeing how they are relevant to you right now. The end-of-chapter material is a great way for you to see if you really do understand the chapter material. For example, by coming to class you may be able to discuss the more challenging 'Thinking critically about management issues' with other students in small groups and then in the whole class. In doing so, you will be able to further build your understanding of some of the more critical issues that managers have to deal with in today's organisations. 'Becoming a manager' provides some suggestions for simple, practical action steps you can take to prepare yourself better for becoming a manager. Then there are the 'Personal inventory assessments (PIAs)' which are online exercises designed to promote self-reflection and engagement, enhancing your ability to connect with the concepts covered in the text. There is also an 'Ethical dilemma' in the end-of-chapter material, where we use a current practical example to give you the opportunity to assess the ethical issues involved and to explain your position in relation to the situation and how it should be dealt with. Then, finally, there is the 'Case application'. These cases, which are built around real organisations or events, ask you to apply the theories and concepts that you have studied in the chapter in analysing the content in the case. Your instructor may even assign some of these activities as homework or group work. All of these learning tools have been designed to help you learn and understand the management concepts covered in this book and in your class, so make the best use of them. Try out some of these activities, even if they are not assigned. We know that by engaging with the material in this way, you will also get much more out of your studies. After all, we are also interested in inspiring and engaging you in your studies so that you can be successful in the pursuit of your ultimate goal - achieving your degree!

## making the most of your resources

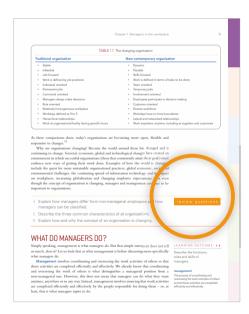
A good textbook should teach, as well as present ideas. To that end, we have tried to make this book an effective learning tool. Pedagogical features are designed to help readers better assimilate the material presented. Further to this, we believe that one of the strengths of this book is its strong applications orientation. It not only describes management theories, but also includes many practical examples and cases that illustrate the theories in action.

### Learning framework



#### Learning outcomes, review questions and learning summary

While most textbooks have learning objectives and a chapter summary, there is often no clear link between these and the chapter material. Here is a solution. The chapter-opening 'Learning outcomes' combines a chapter outline and the learning objectives, so that students can see what material they will be covering in the chapter. Then, at the end of each major chapter section, students will find 'Review questions' where they can review the material they have just read. Finally, at the end of the chapter, the 'Learning summary' summarises the important chapter material, with critical thinking questions, a self-reflection 'Becoming a manager' section, and an ethical dilemma. This approach helps students to focus their attention on the main issues within each chapter, and to hone their teamwork, leadership and problem-solving management skills.





# Case studies/applications Chapter-opening stories

Each chapter opens with a real case example about a manager or organisation that relates to the particular content in that chapter. The featured managers, or organisations, come from a broad and varied spectrum, and each example is selected specifically to help students link management concepts to management practice. To see the variety of managers and companies on which the cases are based, check out the case matrix starting on page xxiv.

#### **Themed boxes**

Throughout the book, we have aimed to make use of a number of themed boxes. All of these boxes feature interesting examples that help to reinforce and highlight some of the concepts and theories covered in the chapter material. Themes retained from the previous edition include:

- Thinking critically about ethics
- Managing for sustainability
- Managing workforce diversity and inclusion
- Managers who made a difference
- Managing from a global perspective

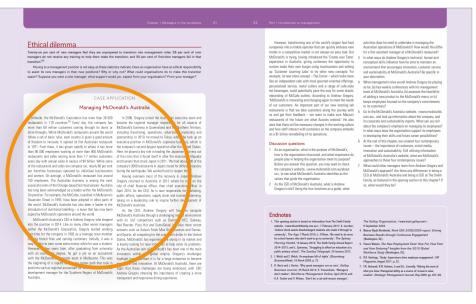
All of these themed boxes consist of examples taken from a variety of industries, service organisations, major manufacturers, entrepreneurial ventures and not-for-profit organisations, and include many well-known companies and managers. They have been selected to enrich students' understanding of the applied nature of the management concepts covered in this book. In addition, the 'Thinking critically about ethics' boxes pose some ethical questions for students to consider, to enhance their understanding of the problems associated with managing ethically in today's challenging business world.

## Case applications and questions

Each chapter includes a case application featuring a real-life situation, and questions for analysis. By reading and analysing the case and then answering the questions, students can see if they understand and can apply the management concepts discussed in the chapter. Some case applications are about global companies, while others are about Australian businesses.







#### In-text revision tools

At the end of each chapter, you will find these popular and proven study tools:

#### Thinking critically about management issues

These questions are designed to get you to think critically about management issues. They require you to demonstrate not only that you know the key facts, but that you can apply them in dealing with more complex issues.

#### **Becoming a manager**

This self-reflective feature encourages students to question and enhance their own management skills by applying the chapter's key content and theories.

#### Personal Inventory Assessments (PIA)

Students learn better when they can connect what they are learning to their personal experience. PIA (Personal Inventory Assessments) is a collection of online exercises designed to promote self-reflection and engagement in students, enhancing their ability to connect with concepts taught in principles of management, organisational behaviour and human resource management classes. Assessments are assignable by instructors who can then track students' completions. Student results include a written explanation, along with a graphic display that shows how their results compare to the class as a whole. Instructors will also have access to this graphic representation of results to promote classroom discussion.

#### Ethical dilemma exercise

Highly publicised ethics scandals of recent years have re-emphasised the importance of managerial and organisational ethics. In addition to our

'Thinking critically about ethics' boxes found in most chapters, we have added end-of-chapter ethics exercises that introduce students to current and real ethical dilemmas faced by managers.



#### Key terms

Every chapter highlights a number of key terms you will need to know. These terms are highlighted in bold print where they are first explained, and are outlined in the margin of the text. They are also listed at the end of the book in the glossary section, to make finding and studying them easier.

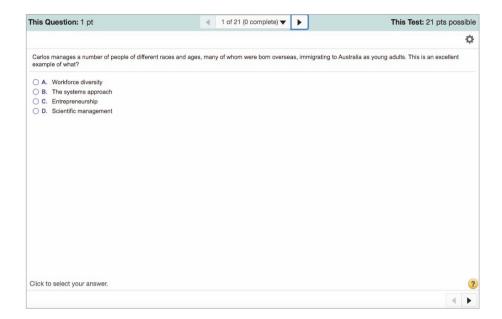


## a guided tour for students and educators

# **MyLab Management** for Robbins/Bergman/Coulter *Management*, 8th edition

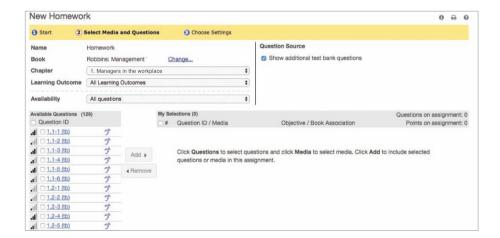
# Auto-generated tests and assignments

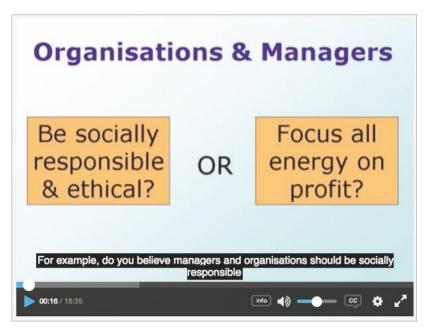
Each MyLab<sup>TM</sup> comes with pre-loaded assignments, all of which are automatically graded.



#### **Assignable content**

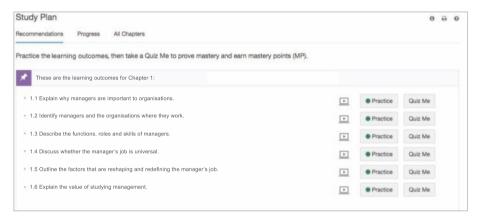
Educators can select content from the Study Plan and/or Test Bank and assign to students as homework or quizzes.





#### Learning resources

To further reinforce understanding, Study Plan problems link to additional learning resources, such as relevant sections of the eText. Videos and simulations are also available for students.



#### **Study Plan**

A personalised Study Plan is generated from each student's results on assignments or sample tests. The Study Plan indicates learning outcomes where the student needs more practice, and helps them work towards mastery.

#### **Educator resources**

To assist the educator, a suite of additional supplementary materials is provided with this textbook. The educator resources include a variety of useful features, including:

#### **Instructor's Manual**

Includes teaching tips and answers to all the questions contained in the text. For each chapter, it provides the learning outcomes, solutions to all end-of-chapter review questions, thinking critically about management issues, and case application questions, as well as practical suggestions for becoming a manager, case studies and ethical dilemma scenarios.

#### **Test Bank**

The Test Bank provides a wealth of accuracy-verified testing material. Updated for the new edition, each chapter offers a wide variety of true/false, scenario-based

multiple-choice and essay-type questions featuring problems of varying complexity and structured by learning outcome for the educator's convenience. Each question has been tagged by AACSB standards, as well as by difficulty level and the topic it relates to. The Test Bank is also available as a Word document and in Blackboard- and Moodle-compatible formats.

#### **PowerPoint lecture slides**

A comprehensive set of PowerPoint slides can be used by educators for class presentations or by students for lecture preview or review. They include key figures and tables, as well as a summary of key concepts and examples from the text.

#### **PowerPoint slides**

All the diagrams and tables from the text are available for lecturer use.