



## BOOK REVIEWS

### MANAGEMENT AND ORGANIZATIONAL BEHAVIOR

By B. J. Hodge and H. J. Johnson  
John Wiley & Sons, Inc., New York

531-page hardback

\$9.95

The authors emphasize the factors that influence management decision-making: the environment, management philosophy design, and management philosophy implementation. Woven in are data on time, organization systems, use of authority and problem solving.

Twenty two chapters include: Organization as a Social System, Evolution of Organization Concepts, Management Philosophy, Macro Environment, Intermediate Environment, Micro Environment (major and linking systems), Mission, Motivation, Role Behavior, Value, Leadership, Decision-Making and Problem Solving, Controls, Evaluation Through Financial Analysis, Differentiation, Delegation and Decentralization, Resistance to Change, Organization Change, Concluding Perspective and Remarks.

The book is primarily an academic work. But it is "practical" in terms of its comprehensiveness. The authors teach at Florida State University.

### MANPOWER REPORT OF THE PRESIDENT

By U. S. Department of Labor  
Superintendent of Documents, U. S. Government Printing Office,  
Washington, D. C. 20402

329-page softback

\$2.00

This is the latest U. S. government report on manpower requirements, resources, utilization and training. Seven sections cover: Manpower and Economic Policy, The Employment and Unemployment Record, New Developments in Manpower Programs, Toward Equal Employment Opportunity, Employment and Poverty, Income Maintenance and Work Incentives, and Manpower Demand and Supply in Professional Occupations.

Appendices offer a guide to federally assisted manpower training and support programs, and job matching and labor market information programs.

The report is packed with detailed statistical tables on all aspects of the overall state of the labor force in the U.S. Trainers with overlapping personnel-administration responsibility in manpower planning will find this report useful.

### AUDIO-VISUAL EQUIPMENT DIRECTORY

By Sally Herickes, editor  
National Audio-Visual Association, Inc., Fairfax, Va.

575-page softback

\$8.50

This 16th edition features a vast listing, with illustrations, of all kinds of audio-visual equipment. The editors admit, in the foreword, that the book does not include *all* brands of available equipment. But it does appear to be very complete indeed — a valuable addition to the training resources file for those who deal with multi-media programs.

Listings cover: all types of projectors; record and video tape recorders, duplicators and playback systems; learning laboratory systems; projection screens and equipment; reading and tachistoscopic devices; TV cameras and receivers; teaching machines; transparency making equipment; and miscellaneous.

CHARLES H. VERVALIN  
*Book Review Editor*