

<<教育管理概念及实践>>

图书基本信息

书名：<<教育管理概念及实践>>

13位ISBN编号：9787560044965

10位ISBN编号：7560044964

出版时间：2004年10月1日

出版时间：第1版 (2004年10月1日)

作者：吕嫩博格 (Fred C.Lunenburg)

版权说明：本站所提供下载的PDF图书仅提供预览和简介，请支持正版图书。

更多资源请访问：<http://www.tushu007.com>

<<教育管理概念及实践>>

作者简介

作者：(美国)吕嫩博格(Fred C.Lunenburg) 奥恩斯坦 (Allan C.Ornstein)

## &lt;&lt;教育管理概念及实践&gt;&gt;

## 书籍目录

Administrative Advice Pro/Con Debates Foreword Preface A Systems View of School Administration Summary  
 20 Key Terms 20 Discussion Questions 20 Suggested Readings 22 Part Fundamental Principles  
 and Concepts Chapter 1 Development of Administrative Theory Focusing Questions 2 Theory Functions of  
 Theories Classical Organizational Theory Scientific Management Administrative Management Human  
 Relations Approach The Hawthorne Studies Other Contributors to the Human Relations  
 Approach Behavioral Science Approach The Individual and the Organization Leadership Development of  
 Administrative Thought Systems Theory Basic Systems Model Chapter 2 Organizational Structure Focusing  
 Questions 24 Basic Concepts of Organizational Structure Job Specialization Departmentalization Chain of  
 Command Authority and Responsibility Centralization/Decentralization Line and Staff Authority  
 Span of Management The Bureaucratic Model Bureaucratic Characteristics Bureaucratic Dysfunctions The  
 Participatory Management Model Theory X and Theory Y Individual versus Organization System 4  
 Organization Shaping School Culture Moral Leadership School-Based Management Total Quality  
 Management Frames of Organization Alternative Models of Organizational Structure Compliance Theory  
 Mechanistic-Organic Organization Strategy-Structure Typology The School as a Social System Dimensions  
 of a Social System Expanded Model: Cultural Dimensions Getzels's Latest Model: Communities  
 Dimension Summary 56 Key Terms 57 Discussion Questions 57 Suggested Readings 57 Chapter 3 Organizational  
 Culture Focusing Questions 59 The Nature of Organizational Culture Definition and Characteristics  
 Uniformity of Culture Developing, Maintaining, and Changing Organizational Culture Creating  
 Organizational Culture Maintaining Organizational Culture Changing Organizational Culture Effects of  
 Organizational Culture Views of Excellence Theory Z A Typology of Organizational  
 Culture Organizational Climate Open-Closed Climates Healthy-Sick Schools Comprehensive  
 Assessment of School Environments (CASE) Pupil Control Ideology Summary 85 Key Terms 85 Discussion  
 Questions 85 Suggested Readings 85 Part Administrative Processes Chapter 4 Motivation Focusing Questions  
 88 Defining Motivation Content Theories Need Hierarchy Theory Motivation-Hygiene Theory  
 Existence Relatedness Growth Theory Process Theories Expectancy Theory Equity Theory Goal-Setting  
 Theory Summary 108 Key Terms 110 Discussion Questions 110 Suggested Readings 110 Chapter 5 Leadership  
 Focusing Questions 112 The Nature of Leadership Sources of Leader Influence Research on Sources of  
 Leader Influence A New Concept of Power Leader Traits Traits of Leaders Compared with Nonleaders  
 Traits of Effective Leaders Assessment Centers: Using Traits and Skills to Select Leaders The Assessment  
 Center Process Leadership Behavior The Iowa Studies: Authoritarian, Democratic, and Laissez-Faire Leadership  
 The Ohio State Studies: Initiating Structure and Consideration The Michigan Studies: Production Centered  
 and Employee Centered Leadership Behavior Theories: Similarities and Conclusions Contingency Leadership  
 Fiedler's Contingency Theory Path-Goal Theory Leadership Styles Leadership Style Continuum  
 Leadership Grid Styles Three-Dimensional Leadership Styles Situational Leadership Styles Other  
 Contemporary Perspectives Vertical Dyad Linkage Model Reciprocal Influence Theory Substitutes for  
 Leadership Transformational Leadership Summary 151 Key Terms 152 Discussion Questions 152 Suggested  
 Readings 153 Chapter 6 Decision Making Focusing Questions 155 The Nature of Decision Making Models of  
 Decision Making The Classical Decision-Making Model The Behavioral Decision-Making Model The  
 Vroom-Yetton Normative Model Benefits of Site-Based Decision Making Problems in Site-Based Decision Making  
 Groupthink Risky Shift Escalation of Commitment Site-Based Decision-Making Techniques  
 Brainstorming Nominal Group Technique Delphi Technique Devil's Advocacy Dialectical  
 Inquiry Summary 177 Key Terms 177 Discussion Questions 179 Suggested Readings 179 Chapter 7  
 Communication Focusing Questions 180 The Importance of Communication The Communication Process  
 Ideating Encoding Transmitting Receiving Decoding Acting Nonverbal Communication Direction  
 of Communication Downward Communication Upward Communication Horizontal Communication

<<教育管理概念及实践>>

Diagonal Communication      The Grapevine      Communication Networks  
Network Patterns      Network Analysis      Barriers to Communication      Frames of  
Reference      Filtering      Structure      Information Overload  
Semantics      Status Differences      Overcoming Barriers to Communication      Repetition  
Empathy      Understanding      Feedback      Listening      Summary 204      Key Terms 204      Discussion  
Questions 204      Suggested Readings 204      Chapter 8 Organizational Change      Focusing Questions 206      Schools as  
Open Systems      Pressures for Organizational Change      Government Intervention in Schools      Society's Values  
Technological Change and Knowledge Explosion      Processes and People Resistance to Change      Causes of  
Resistance to Change      Reducing Resistance to Change      Individual Approaches to Change      Job Enrichment  
Laboratory Training      Behavior Modification      Transactional Analysis      Group Approaches to Change      Role  
Analysis Technique      Intergroup Problem Solving      Process Consultation      Survey Feedback      Strategic  
Planning      Summary 231      Key Terms 232      Discussion Questions 233      Suggested Readings 234      Part      The Structural  
Framework for Education      Chapter 9 The Federal and State Government and Education      Focusing Questions 236      The  
Federal Role in Education      Changing Roles in the Federal Government and Education      Current Period: 1980s  
and 1990s      Clarifying the Federal Role in Education      The Department of Education      Congressional Influence  
on Education      Federal Programs and Activities in Education      Grants for Schools.....      Chapter 10 Local School  
Districts      Chapter 11 School Finance and Productivity      Chapter 12 Legal Considerations and Education Part  
Administration of Programs and Services      Chapter 13 Curriculum Development and Implementation      Chapter 14  
Analyzing and Improving Teaching      Chapter 15 Human Resource Management      Chapter 16 Careers in Educational  
Administration      Name Index      Subject Index

版权说明

本站所提供下载的PDF图书仅提供预览和简介，请支持正版图书。

更多资源请访问:<http://www.tushu007.com>