

INTERFACES/KOPPELVLAKKE

Letters to the Editor/Ons lesers skryf

Die volgende brief is van die Bestuurder, Departement Metrisering van die Suid-Afrikaanse Buro vir Standaard ontvang en word hier geplaas ter inligting van outeurs en voornemende outeurs:

"METRISERING"

Ek merk dat daar nog van die punt as desimaalteken in "Bedryfsleiding" gebruik gemaak word (sien aangehegte kopie), en wil u graag versoek om tog maar in die toekoms die komma te gebruik. Soos u weet is laasgenoemde reeds sedert April 1971 die amptelike teken vir dié doel in die Republiek.

'n Tweede saking wat ek op die hart het is die volgende;

Daar word wel in die "Instruksies aan Outeurs" instruksies gegee oor wiskundige simbole maar daar is niks oor die gebruik van meeteenhede nie. Dit sal baie waardeer word as oorweeg kan word om die volgende paragraaf by te voeg:

"As meeteenhede gebruik word moet die internasionale metrieke stelsel (SI) en die skryfwyse, notasies en simbole vir die eenhede en getalle wat daarmee saamgaan soos uiteengesit in die publikasie M33a — Die Internasionale Metrieke Stelsel — van die Suid-Afrikaanse Buro vir Standaard gebruik word."

Dit sal verseker dat die SI konsekwent in u publikasie gebruik word en sal sodoende 'n groot bydrae lewer tot ons poging om almal in die Republiek met die stelsel vertrou te maak. Al is die metriseringsprogram al ver gevorderd, is daar tog nog baie mense wat maar te graag op die ou manier wil voortgaan. Dit verleng net die oorgangsperiode wanneer ons land met twee meetstelsels moet werk wat uit die aard van die saak ondoeltreffend is. Daar kan geen twyfel wees nie dat die beste manier om met die SI vertrou te raak is om gedurig daarmee te doen te kry en derhalwe my bogenoemde versoek."

Dosenteontwikkelingsprogram vir Suidelike Afrika — 'n Gesamentlike program deur Suid-Afrikaanse Universiteite.

Teachers' Training Programme for Southern Africa — A joint programme of South African Universities.

Die volgende mededeling in verband met bogenoemde program is van die Program-direkteur ontvang. Vir verdere besonderhede tree asseblief met prof. H.P. Muller, Nagraadse Bestuurskool, Universiteit van Stellenbosch, Posbus 1058, Belville 7534, in verbinding — Redakteur.

"Geagte Red: Die 1976-Dosenteontwikkelingsprogram sal vanaf 7–17 September in Pretoria aangebied word met die Skool vir Bedryfsleiding van die Universiteit van Suid-Afrika as gasheer.

Die program bestaan uit twee dele:

1. Die opleiding van dosente in die doseer van Kwantitatiewe Metodes (Wiskundige Statistiek, Wiskunde en Toegepaste Wiskunde). Hierdie program, waarvan besonderhede aangeheg word, sal op 'n tweetalige basis aangebied word.

Programleier:

Prof. H.S. Sichel
Nagraadse Bestuurskool
Universiteit van die Witwatersrand.

Datum: 7–14 September 1976.

Fooi: R150,00 (middag- en aandetes ingesluit).

2. 'n Konferensie oor Doseerprobleme in die Ekonomiese-, Bestuurs en Aanverwante Vakgebiede.

Datum: 15–17 September 1976.

Fooi: R35,00 (middag- en aandetes ingesluit).

Volledige besonderhede van die programme sal in Julie beskikbaar gestel word.

Workshop for the Teaching of Quantitative Methods 7–14 September 1976

At the first Teachers' Training Programme in September 1975, great interest was shown by participants in arranging an intensive short course on the teaching of applied quantitative methods in University Departments which make frequent use of mathematical, statistical or computational techniques in order to arrive at "decisions" in "business" or to evaluate objectively research findings from the "field", the latter to be interpreted in the widest possible connotation.

In consequence of the demand for such a course, it has been decided to offer a *workshop for the teaching of quantitative methods* from September 7th to September 14th, 1976.

The programme leader will be Prof. H.S. Sichel, of the Graduate School of Business Administration, University of the Witwatersrand, Johannesburg. Other prominent South African teachers who will lecture and lead discussion groups in the *Workshop*, will be announced shortly.

In addition, it is envisaged that workshop participants will be addressed by prominent guest speakers on specific topics related to the quantitative method field.

The programme, by its very nature, will be orientated towards the practical application side although the underlying theories will not be neglected. After all: Sound application must be based on good theory. Wherever possible, South African case material and examples will be used. This programme will be the first of its kind in this country and, hopefully, will make a significant contribution to the training of young teachers at our universities.

Book Review

Buskirk, Richard H., *Handbook of Managerial Tactics*, Boston, Cahnern Books International, Inc., 1976, 242 pp., \$12,95

The successful manager gives thought how best to accomplish each objective. In this book a wide range of administrative tactics as an aid to managers in "getting things done" are described and illustrated, and offers tactics commonly employed by managers in conducting daily business. There are operating tactics (the bulk of a manager's daily activity), negotiating tactics essential in implementing plans, and timing

tactics — *when* to take action — critical to the plan's outcome. Each is clarified by actual cases.

The author offers aid in suiting the tactic to the action and acquaints the reader with several options in each case. Each manager can then decide how best to apply the information to his own specific needs. In a final section, open-ended problems based on real situations ask the reader "How would you handle this?" The way each case was actually handled or mishandled is then revealed.

The main thesis of this straightforward and practical handbook is that success in business often depends more on the tactic used than on the basic merit of the plan itself. Furthermore, poor plans can be implemented by excellent tactics as readily as excellent plans can be destroyed by poor ones.

Richard H. Buskirk is Professor of Business Management and Chairman of Marketing at Southern Methodist University's School of Business Administration, and the author of several books, including *Modern Management and Machiavelli* and *Your Career: How to Plan It, Manage It, Change It*.

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